

UNIVERSITY OF SPLIT  
UNIVERSITAS STUDIORUM SPALATENSIS  
UNIVERSITY OF SPLIT STATUTE

Split, February 2009

Under Article 59, Section 2, Clause 1 of the Law on Scientific Activity and Higher Education (Narodne novine No. 123/03, 198/03, 105/04, 174/04, and 46/07), the University of Split Senate, at its 31<sup>st</sup> Meeting held on February 27 2009, brought the following

UNIVERSITY OF SPLIT  
STATUTE

(expurgated text)

I. GENERAL PROVISIONS

1. The Subject of Standardization

Article 1

This Statute (hereinafter: the Statute) establishes: structure, activity, and management of the University of Split (hereinafter: the University), the status of its components, power, and the University Authorities decision making, methods of organizing and performing the studies at the University, the status of lecturers, associates, scientists, and other staff, the status of students, and other questions significant for the University, and all in accordance with the Law on Scientific Activity and Higher Education (hereinafter: the Law).

2. Academic Community and its Freedom

Article 2

- (1) The University is a public institution of higher education which organizes and performs scientific, artistic, and developmental research, especially the realization of the scientific programmes of strategic interests for the Republic of Croatia, artistic creativity and professional work, and undergraduate, graduate, and postgraduate education based on such terms, and also the professional studies in accordance with the Law. The University realizes its tasks in accordance with the needs of the community in which it acts. The University informs the public about the fulfillment of its tasks at least once every year.
- (2) The higher education and scientific activity on the University is based on the academic freedom, academic self-government, and the autonomy of the University and its constituents, all in accordance with the Constitution, International Agreements, and the Law.

- (3) The members of the University academic community are all lecturers, scientists, associates, students, and other participants in the process of the higher education.
- (4) The academic freedoms belong to every member of the academic community, and they include the freedom of scientific and artistic research and creativity, teaching, mutual cooperation, and association.
- (5) The academic self-government of the University includes:
  - establishment of the rules of the study and the student admission,
  - selection of department heads and lecturers,
  - the University resource management.
- (6) The University Autonomy includes:
  - the internal structure organization,
  - the establishment of educational, scientific, artistic, and professional programmes,
  - financial autonomy in accordance with the Law,
  - decision making regarding the acceptance of the projects and international cooperation
  - other forms of autonomy, in accordance with the Law.
- (7) Academic freedoms, academic self-government, and the University autonomy also includes its responsibility towards the community in which it acts.

### 3. Establishment, Status, and Characteristics of the University

#### Article 3

- (1) The University of Split was established on June 15 1974.
- (2) The rights of establishment of the University of Split are in jurisdiction of the Republic of Croatia.
- (3) The title of the university is The University of Split.
- (4) The University is a legal entity with the status of a public institution, and it is registered in the Register of Institutions at the Commercial Court, the Register of Institutions of Higher Education, and the Register of Scientific Organizations presided by the Ministry of Science, Education and Sport (hereinafter: the Ministry).
- (5) The seat of University is in Split, Livanjska ulica 5.
- (6) The Internet address of the University is <http://www.unist.hr>.

#### Article 4

The University has its emblem, seal, stamp, and flag.

#### Article 5

- (1) The emblem of the University is round in shape with a drawing by Ivan Meštrović's sculpture "The History of Croats" in the centre, and the Latin inscription "Universitas studiorum Spalatensis" runs along the edge of the emblem.
- (2) On special occasions, the emblem of the University with the Latin inscription "Universitas studiorum Spalatensis" can be used.

#### Article 6

- (1) The seal and stamp of the University correspond to the emblem of the University.
- (2) The seal and stamp of the University are used in transcriptions and other cases in which the University appears as a legal subject.
- (3) Public documents issued by the University are certificated with the seal or stamp which contains the title and the emblem of the Republic of Croatia, and the title "University of Split."

#### Article 7

The flag of the University is deep blue in colour with the emblem of the University. The emblem of the University is golden in colour on the flag.

#### Article 8

The University uses plain paper in the transcription which contains the emblem of the University, the title of the University written in Croatian and Latin language, and other informations significant for the activities of the University.

#### Article 9

- (1) Besides its basic activities, the constitutive parts of the University have the right and obligation to use their title, emblem, and the flag of the University, and to completely or partially introduce them into their features.
- (2) In other cases, the usage of the title, emblem, and flag is authorized by the rector.

#### Article 10

The University Day is June 15.

#### Article 11

- (1) The premises of the University are inviolable.
- (2) The competent authorities on the University premises can act only with the consent of the rector, by the decision of the competent court, or if there is an immediate danger concerning lives and health of people or the property.
- (3) The search of the premises of the University can be instructed only by a competent court if all the conditions regulated by the Law on Criminal Procedure are fulfilled.
- (4) The search of the institution of higher education within the University can be undertaken without the presence of the head and the entity authorized by him respectively, only if they did not respond to a timely notification without a justified reason.

## Article 12

- (1) The lectures at the University and its constitutive parts are held in Croatian language.
- (2) With the consent from the Senate, the lectures can also be performed in a foreign language.

## Article 13

- (1) The activity of the University and its constitutive parts is public.
- (2) The realization of the principles of public cannot contradict the protection of the University trade secret.
- (3) The University informs the public about its activities by publishing the University publications, by means of press, the Internet, and other suitable methods.
- (4) The University publishes "The University Yearbook", and other publications if necessary.

## II UNIVERSITY BODIES

### Article 14

- (1) The University bodies are:
  - The Senate,
  - The University Council, and
  - The Rector
- (2) An Ethics Committee is organized at the University.
- (3) The University can have other professional and advisory bodies.
- (4) The establishment, structure, and the jurisdiction of the professional and advisory bodies from Section 3 of this Article are determined by general acts adopted by the Senate or the Rector.

### 1 The Senate

#### 1.1 The structure of the Senate and the mandate of the elected members of the Senate

### Article 15

- (1) Following the provisions on the structure of the Senate, the representation of all scientific and preceptorial parts of the University is ensured, as well as different fields of science and art, along with the representation of the students' representatives in the percentage according to the Law, and the appropriate representation of other University staff.
- (2) The Rector is a member of the Senate by his/her function.
- (3) The head of each scientific and preceptorial, and preceptorial constituents is a member of the Senate by his/her function.
- (4) The director of the University library is a member of the Senate by his/her function.
- (5) The director of the Student Centre in Split is a member of the Senate by his/her function.
- (6) The other members of the Senate are elected in the following way:

- entities of the scientific and preceptorial vocation with the title full professor from every scientific field elect one member from their own ranks who is not a head of a constitutive part, and entities of artistic and preceptorial vocation with the title full professor elect one member from their own ranks who is not a head of a constitutive part,
  - Associate professors, docents, associates, and the preceptorial vocation staff elect one member from their own ranks who is not a head of a constitutive part,
  - Pregraduate and graduate students (until the organization of the study by the Law – pregraduate study) elect four members, the students of the professional studies elect one member, and the postgraduate students elect two members,
  - Other members of the staff elect one member from their own ranks.
- (7) The mandate of the members of the Senate that are not the members of the Senate by their function, lasts for four years.
- (8) The students' mandate is regulated by a special regulation.

## 1.2 Election of the members of the Senate

### Article 16

- (1) The decision on proceedings considering the election of the members of the Senate that are not the members by their function, is voted by the Senate at least 60 days prior the end of the mandate of the previous convocation, and such information is announced on bulletin boards and official Internet sites of the University and its constitutive parts.
- (2) The Senate also appoints the Committee for election of members into the new convocation of the Senate (hereinafter: the Committee) which consists of a Chairman and four members, from which at least one member must be a student.
- (3) The Senate, following the decision from Section 1 of this Article, shall set the date, venue, and time for voting considering the election of the members of the Senate.
- (4) The candidates for the members of the Senate submit **written** candidacies to the Committee within 15 days from the annunciation of the decision from Section 1 of this Article.
- (5) The Committee shall within further 15 days establish the lists of the candidates, and such established lists announce on the bulletin boards and the official Internet site of the University and its constitutive parts. No appeal is allowed against the Decision on the established candidacy lists.
- (6) Every voter at the polling stations during the time of election has the right to vote, and only for a candidate/candidates from the list which applies to the category to which the voter as a member of the electorate to which he/she belongs. The candidate/candidates with the majority of votes shall be elected.
- (7) A secret ballot is conducted with the ballots. The ballots are same in size, shape, and form, and every ballot is certified with the University stamp.
- (8) On the ballots, the candidates are listed in the alphabetical order of their surnames.
- (9) A voter can vote with only one ballot, and only in person.
- (10) The voting is done by circling the ordinal number in front of a candidate's name for which a entity votes.
- (11) The number of circled candidates' names corresponds to their number from the individual lists. If a ballot with a circled ordinal number in front of names of a larger

number of candidates does not correspond to the number of candidates (i.e. if the number exceeds the number of the candidates), shall be considered invalid.

- (12) Void ballot (uncircled) shall also be considered invalid, and also a ballot circled in such fashion that it cannot be determined with certainty for which candidate an entity voted.
- (13) The supplements considering the names of new candidates on a ballot shall not be accounted for, and such ballot shall be considered invalid.
- (14) After the examination of the ballots, the result of voting shall be established by the Committee. The Committee then composes a written report, in which, for every list of candidates, the following shall be stated:
  - the number of voters who received the ballot,
  - the number of voters at the voting,
  - the number of invalid ballots,
  - the number of votes for each candidate.
- (15) After this, the Committee establishes which candidates from the individual lists have been elected for the members of the Senate.
- (16) The students' representatives are elected in accordance with a special law.
- (17) The Senate in the old convocation confirms the results of the election and establishes the mandate of the members in the new convocation.

### 1.3 Suspension of elected member of the Senate

#### Article 17

- (1) The elected member of the Senate shall be suspended before the end of his/her mandate if:
  - it is requested by the member personally;
  - does not fulfil his/her duty as a member of the Senate;
  - certain reasons arise, regulated by special or normal regulations, that lead to the termination of the employment contract;
  - termination of student status.
- (2) The Senate starts the procedure of suspension of its member based on the proposition of one-third of all members of the Senate. The decision on suspension of the member of the Senate in such cases from Section 1 of this Article, the Senate shall adopt with the majority of votes from all the members of the Senate.
- (3) The suspended member of the Senate shall be replaced with the first candidate that, on the same candidacy list during the previous election for the member of the Senate, had the majority of votes after the suspended member of the Senate.
- (4) The replacement of the suspended students' representative in the Senate is performed in the manner predicted for the election of students' representative for the Senate of the University.
- (5) The new member of the Senate continues the mandate of the suspended member of the Senate.

## 1.4 The method and competence of the Senate's activity

### Article 18

- (1) The meetings of the Senate are convoked and presided by the Rector.
- (2) The University provosts and a representative of the syndicate in the scientific activity and higher education, as the University staff member, also participate in the Senate's activities, but without the right to vote.

### Article 19

- (1) The Senate, in accordance with the Statute, decides on the academic, professional, preceptorial, scientific, and artistic matters. Within its jurisdiction, the Senate especially:
  1. decides on educational, scientific, artistic, and professional activities,
  2. decides on research and development plans,
  3. establishes study capacities and admission politics, determines admission quotas, and establishes the standards of study and oversees that they are complied with,
  4. implements or entrusts the constitutive parts with the implementation of the procedure of acquiring the doctorates whose themes cover several areas,
  5. bestows honorary doctorates,
  6. elects *professor emeriti*,
  7. decides on the conditions of study and student standards,
  8. coordinates the international cooperation,
  9. decides on publishing activities,
  10. adopts the Statute and other general acts of the University,
  11. gives consent to the statutes of the constitutive parts of the University,
  12. elects the rector, and appoints the provosts at the rector's proposition,
  13. appoints the members of other bodies of the University when it is regulated by the Statute or some other general act,
  14. confirms the election or appointment of a head of the constitutive parts of the University, unless otherwise specified by the Statute, or the establishment act, or the statute of the constitutive part,
  15. decides on establishment, change in status, and the termination of the constitutive parts by two-thirds majority of all its members, and coordinates their activities and work,
  16. decides on establishment of scientific and technological parks, and other companies,
  17. manages financial politics and adopts the University budget, discusses the financial reports, and accepts the final balance sheet, and also decides on capital investments,
  18. confirms elections for full professors,
  19. initiates multidisciplinary scientific projects and study programmes that include more scientific and/or artistic fields,
  20. decides on study programmes,
  21. performs other activities predicted by the Statute and other general acts.
- (2) The Senate can entrust the corresponding constitutive parts of the University with the decisions on the matters from Section 1 of this article.

## Article 20

- (1) The Senate can make decisions when the meeting is attended by more than half the members of the Senate. The Senate adopts the decisions by majority of votes of the total number of the members of the Senate, unless otherwise specified by the Law and the Statute.
- (2) The decisions on the forming of the Statute, modifications, and amendments to the Statute, on status modifications of the constitutive parts of the University, or withdrawal of the individual constitutive parts from the University, and adoption of the University budget, are adopted by the Senate by two-thirds majority of the total number of the members of the Senate.
- (3) During the volition of the Senate concerning the matters of special interest for the students, the students' representatives have the right to suspensive veto. The matters of special interest for the students are: the matters related to the modification of the study system, quality ensurance studies, adoption of the study programmes, establishment of implementation plans of study, and student standard. The students' representatives can use the right to suspensive veto if it is requested by the majority of students' representatives in the Senate. Following the suspensive veto, the Senate again discusses the stated matter earliest within eight days. In the repeated volition, the decision is adopted by two-third majority of votes of the total number of the members of the Senate, and the students' representatives have no right to suspensive veto against such decision.
- (4) An appeal is not possible against the decision of the Senate, but an administrative litigation can be initiated.

## 2 The University Council

### 2.1 The tasks of University Council

#### Article 21

- (1) The University Council (hereinafter: the Council) is a body that takes care of the development of the University and its interaction with the society within it acts, and discusses and confirms the strategic and developmental decisions of the Senate.
- (2) The Council overlooks the completion of the tasks of the University, especially the legitimacy of its work, rational usage of human and material resources, and the realization of the Senate's decisions.

### 2.2 The structure of the Council

#### Article 22

- (1) The Council consists of six members:
  - three members appointed by the Senate, of which two are from the ranks of the staff in the scientific and preceptorial or the artistic and preceptorial profession, and one student,
  - one member appointed by the Ministry of Science, Education and Sports,



- one member appointed by the City of Split
  - one member appointed by the Croatian Chamber of Economy, Split County Chamber.
- (2) The Rector participates in the Senate's activity without the right to vote.
  - (3) The structure of the Council cannot be composed of the members of the Senate and the heads of the constitutive parts of the University, with the provision that the members of the Council appointed by the Senate cannot be the state officials, the members of the National Higher Education Council, the members of the National Science Council, and the members of the Council for Scientific Activities Financing and Higher Education
  - (4) The mandate of the member of the Council lasts for the two years period.

### 2.3 Appointment of Members and Election of the President of the Council

#### Article 23

- (1) The Senate adopts the decision on the implementation of the Council members candidacy procedure and appoints the Committee for the Council members appointment. In the Senate's decision on the Council members candidacy procedure, the deadlines for the implementation of candidacy procedure, gathering of motions, and the appointment of the members of the Council are established.
- (2) The procedure of candidacy and the gathering of motions of the candidates for the members of the Council cannot be shorter than 30 days.
- (3) The scientific and preceptorial constituents motion the members of the Council from the ranks of the staff in the scientific and preceptorial or artistic and preceptorial profession, in such manner that the candidates for the members of the Council are elected during the councils, and then submitting their motions for the candidates to the Committee for the Council Members Appointment.
- (4) The Committee for the Council Members Appointment establishes the motion list of the candidates for the members of the Council and informs the Rector.
- (5) The rector is obligated to convene a session of the Senate within 15 days after receiving the motion list of candidates.
- (6) The members of the Council are appointed by the Senate by secret ballot, and the candidates appointed to the members of the Council are those candidates who obtained the majority of votes from the Senate.

#### Article 24

The members of the Council elect the President of the Council among them selves.

### 2.4 Suspension of the member of the Council

#### Article 25

- (1) The member of the Council shall be suspended before the end of his/her mandate to which was appointed:
  - On his/her own request for suspension,
  - Does not fulfil the duty of a member of the Council,

- If certain reasons arise, regulated by special or normal regulations, lead to the termination of employment contract,
  - If the student status is terminated.
- (2) The decision on the suspension of a member of the Council appointed by the Senate is adopted by the Senate by two-third majority of votes of all members of the Senate.
  - (3) The suspension of other members of the Council can be requested from the appointer by the Senate, and he/she can also be requested to appoint a new member of the Council.
  - (4) If a member of the Council is suspended before the end of his/her mandate, the motion and appointment procedure for a new member shall be repeated.
  - (5) The appointed member of the Senate continues the mandate of the suspended member of the Senate.

## 2.5 The method of the Council activity

### Article 26

- (1) The Council acts at the sessions.
- (2) The Rector participates in the Council activities without the right of vote.
- (3) The Council can make decisions if the majority of the members of the Council is present at the session.
- (4) The Council adopts the decisions by the majority of votes of the total number of the members of the Council.
- (5) The Council submits the report to the Ministry of Science, Education and Sports at least once a year. The report submitted is also delivered to the Senate.
- (6) In case of severe irregularities in the University activity, especially if the competent authorities do not remove noticed irregularities, the Council may convene a session of the Senate in order to discuss the matter in question, inform the Ministry of Science, Education and Sports about the irregularities, and to propose the necessary measures, including the modifications of the Establishment Act, the Statute, and other general acts of the University.
- (7) The activity of the Council is more precisely regulated with the Book of Rules.

## 3 The Rector

### 3.1 General Provisions on the Rector

#### Article 27

- (1) The Rector is the head of the University.
- (2) In his/her work, the rector has the rights and obligations of a director of the institution, the mandate and power predicted by the Law, the Statute, and other regulations.
- (3) The attributes of the Rector's dignity are Rector's chain and Rector's sceptre.

### 3.2 The Rector's rights and duties

#### Article 28

(1) The Rector:

- Represents and personates the University,
- Convenes and presides over the sessions of the Senate, prepares and proposes the agenda of the Senate's meetings,
- Organizes the activities and management of the University, administrating them,
- Adopts and motions general and single acts in accordance with the Law and Statute,
- Implements the decisions of the Senate
- Motions the measures for the improvement of the University activities to the Senate,
- Bestows the Rector's award, and other awards and acknowledgments,
- Participates in the Senate's activity,
- Participates and makes decisions at the Rector's convocation activities,
- Performs other activities in accordance with the Law and the Statute.

(2) For his/her work, the Rector is liable to the Senate.

(3) Annually, the Rector submits the University management report to the Senate and the Council.

#### Article 29

- (1) The Rector can appoint the permanent and temporary commissions for individual matters from the domain of his/her work.
- (2) The number of the members of the commission and the domain of work is regulated with a decision on the commission appointment.

#### Article 30

- (1) The Rector has the right to undertake legal actions on behalf of the University in the maximum amount of 500.000,00 Kunas.
- (2) For legal actions exceeding the amount of 500.000,00 Kunas, the Rector requires the Senate's consent.

#### Article 31

- (1) The Rector may admonish in writing the heads of the constituents concerning the illegitimacy or unstatutory actions of their planned or adopted decisions.
- (2) The Rector may suspend the decision of the heads of the University constituents, if it is contrary to the Law or the Statute.
- (3) The Senate, within one month period from the day of the decision on the suspension of implementation, decides on the Rector's decision on suspension of implementation of the heads of the constituents. To confirm the Rector's decision, the majority of the total number of the members of the Senate is required.

### 3.3 The right to suspension of the Dean or a head of another constituent of the University

#### Article 32

- (1) The Rector may temporarily, until the Senate's decision, suspend the head of the University constituent due to repeated failure to comply with the Law, other regulations, the Statute, or other University decisions based on them, which resulted in harsh undermining of the reputation of the University, or the unrealized functions of the University in accordance with the strategic and developmental decisions of the University authorities concerning the functional integration, academic freedoms, the matters of special interest for the students, the status of the lecturers, scientists, and other members of the staff, and also ethical principles and values.
- (2) Before the decision on suspension, the Rector shall inform the leader of the University constituent to the possible suspension in writing.

#### Article 33

- (1) In the event of the decision on suspension of the head of a constituent due to the reason explained in Article 32 Section 1 of this Statute, the Rector at the same time adopts the decision on the appointment of the acting Dean from the ranks of the lecturers in the scientific and preceptorial profession, associate or full professor from the faculty or art academy in question, and the acting leader of the constituent from the ranks of the constituent staff respectively. The acting entity performs his/her duty until the election of a new Dean, or another head of the constituent, and until the decision of the Senate respectively.
- (2) The suspended head of the University constituent has the right to reply concerning the decision on suspension within eight (8) days from the day of the decision on suspension delivery.
- (3) The Senate, within one month from the decision on suspension, decides on the Rector's decision on the suspension of the head of the University constituent. To substantiate the Rector's decision, the majority of the total number of the members of the Senate is required.
- (4) By the Senate's decision on the adoption of the suspension, the head of the University constituent is suspended. In such event, within three months from the Senate's decision, the proceedings for the new Dean or the University constituent head shall be implemented. In such proceedings, the suspended head cannot be a candidate for the election.

### 3.4 The Election of the Rector

#### Article 34

- (1) Any lecturer with the status of a full professor can be elected for the Rector, who has an indefinite employment contract at the University for a full time job.
- (2) The Rector's mandate lasts for four years, and can be repeated once again.

### Article 35

- (1) The Rector candidates are proposed by the scientific and preceptorial Councils of the University constituents, by a secret ballot at their meetings, or by at least 20 members of the University staff from the scientific and preceptorial professions with indefinite and full time employment.

### Article 36

- (1) The Rector election procedure starts not later than April 1 of the last mandate year, and the election should be performed until the end of June, except in the event of the repetition of the procedure.
- (2) The Rector's mandate starts on October 1.

### Article 37

- (1) The Senate adopts the decision on the proceedings of the candidacy for the Rector and appoints the Candidacy Committee for the election of the Rector (hereinafter: the Committee). The Committee consists of three members elected from the ranks of the Senate. The Committee delivers an invitation to the scientific and preceptorial constituents to submit the propositions for the candidates in the election of the Rector. The invitation is published on the Internet sites of the University and its constituents, and the deadline for the delivery is 30 days.
- (2) The Committee is to be delivered the names of the suggested candidates, their statements on the candidacy acceptance, biographies, the descriptions of scientific, preceptorial, and professional work, and the curricula.
- (3) The Rector is obligated to convene a session of the Senate within 15 days from the last day of deadline for the submission of the propositions. The Committee informs the Senate on the received propositions, and the Senate establishes the list of candidates that fulfil the conditions for the election of the Rector. The list of candidates and the programmes of the candidates are public and are published on the Internet sites of the University and its constituents, and are publicly presented during the next 15 days.
- (4) The report of the Committee on the candidates for the Rector, and their biographies and curricula, are delivered to the members of the Senate with an invitation to the session for the election of the Rector, and at least eight (8) days prior the session.
- (5) At the session for the election of the Rector, the Committee for the proceedings on the election of the Rector is chosen. The Committee consists of three members that are the members of the Senate.
- (6) The Rector is elected by the Senate by a secret ballot. The candidate elected for the Rector is the candidate with the majority of votes from all the members of the Senate.
- (7) If none of the candidates gained the majority of the electorate votes in the first round, the election in the second round is between the two candidates with the majority of votes from the first round. If neither candidate does not gain the majority of votes of all the members of the Senate in the second round, the procedure of candidacy and the election shall be repeated.
- (8) If one of the candidates gains a large number of votes in the first round, but not the majority of votes, and the other two or more candidates gain an equal number of votes, an additional round of voting shall be organized for the candidates sharing the second place with an equal number of votes, after which the candidate with the majority of votes, along with the candidate with the majority of votes from the first round, shall

proceed to the second round of voting. If neither of the candidates does not gain the required majority of votes of all the members of the Senate in the second round, the procedure of candidacy and election are to be repeated.

- (9) The course of the session for the election of the Rector is more precisely regulated by the Book of Rules.

### 3.5 Rector's inability to perform his/her duty

#### Article 38

- (1) In the event of the Rector's temporary inability to perform his/her duty (absence, illness, etc.), the Senate authorizes one of the provosts to perform the Rector's duty during the time of his/her inability.
- (2) The motion for the proceedings to establish the Rector's temporary inability is submitted by at least one-third of the members of the Senate, or by the Rector himself/herself.
- (3) The authorized provost performs the Rector's duty during his/her temporary inability, with the maximum of one year from the day of the establishment of inability. The authorized provost has the power and performs all the Rector's activities regulated by the Law and the Statute, and public documents and other acts are signed with the designation "u.z."
- (4) After the deadline from the section 3 has expired, the Senate may adopt the decision on the Rector's suspension, and starts the procedure for the election of the new Rector.

### 3.6 Suspension of the Rector

#### Article 39

- (1) The Rector may be suspended of his/her duty before the end of his/her mandate if:
  - he/she requests the suspension personally,
  - does not fulfil the Rector's duties,
  - violates the regulations of the Constitution, the Law, the Statute, or other general acts of the University,
  - abuses the Rector's position,
  - such reasons occur, regulated by the special or normal regulations on employment, that lead to the termination of his/her employment contract,
  - his/her conduct severely blemishes the reputation of his/her duty, and
  - permanently loses the ability to perform his/her duty.
- (2) The decision on the suspension proceedings is adopted by the Senate based on a written and elaborated motion of one-third of the members of the Senate, or the majority of the constituent.
- (3) During the decision-making process on the suspension, the Rector must be presented with a possibility to respond to the reasons for the suspension.
- (4) During the decision-making process on the suspension due to reasons stated in Section 1 of this article, alineas 2, 3, 4, and 6, the severance of the violation, the ramifications, the degree of responsibility, and other circumstances that affect the decision-making must be especially considered.
- (5) The Senate decides on the suspension by a secret ballot. The decision on the suspension is adopted with the majority of votes of all the members of the Senate.

- (6) The decision by which the Rector is suspended of his/her duty must be explained and in the written form, and delivered to the Rector at least eight (8) days after its adoption.
- (7) At the same session of the Senate, after the decision on the Rector's suspension has been adopted, the decision on the appointment of the Acting Rector is to be adopted, and for the maximum duration of six months.

## 4 The Provosts

### Article 40

- (1) The Rector's duty is supported by five (5) provost maximally.
- (2) A lecturer, or the University scientist in the scientific and preceptorial profession of a Full or Associate professor, or in a similar scientific profession, may be appointed to the position of a provost.
- (3) The provosts are appointed by the Senate on the Rector's motion. During the decision making on the entity to be appointed to the position of the provost, the Rector must consider the previous sequence and the representation of the candidates from the individual constituents.
- (4) The motion for the appointment of the provost must include the title of the function, field of activities, the candidate's biography, the description of scientific and preceptorial work, and the statement on the acceptance of the candidacy.
- (5) The provost's mandate lasts for four (4) years, that is, not later than the end of the Rector's mandate, and it can also be repeated.
- (6) The Rector may authorize the provost to replace him/her to personate and represent the University. The provost that presides over a session of the Senate in place of the Rector has the right to vote.
- (7) The competence of activities, and rights and obligations of the provost, are regulated with the Regulations on the Structure and Activities of the University Rectorate.

### Article 41

- (1) Considering the matters on the suspension of the Rector, the Statute provisions of Article 39 relating to the Rector are applied.
- (2) The decision on the suspension of the Rector, at the motion of the Rector or one-third of the Senate's votes, is adopted by the Senate by the majority of votes of all the members of the Senate.

## 5 The University Rectorate

### 5.1 The Structure and Jurisdiction of the University Rectorate

### Article 42

- (1) The University Rectorate performs all professional, administrative, and technical activities, and serves all the University authorities in accordance with the Law, the Statute, and other general acts.

- (2) The University Rectorate, by performing the activities in its jurisdiction, secures the conditions for the legal, timely, and properly exercising of the Rector's and the other University authorities duties and powers, and the conditions for performing functions, business, and tasks of its constituents.
- (3) The list and the description of the activities of the University Rectorate constituents, and the list of positions and conditions that need to be satisfied by the staff in such positions, are regulated with the regulations adopted by the Rector.

## 5.2 The University Office Supervisor

### Article 43

- (1) The University has the Office Supervisor.
- (2) The Office Supervisor is the leader of the professional services of the University Rectorate.
- (3) The rights and obligations of the Office Supervisor, and the conditions he/she must satisfy are regulated with the rule book.

## 5.3 The Board of Secretaries

### Article 44

- (1) The Board of Secretaries is a professional advisory authority consisting of the University Office Supervisor and the secretaries of the University constituents. The Board of Secretaries is convened and presided by the University Office Supervisor. The regular meetings of the Board of Secretaries are convened twice every year.
- (2) The Board of Secretaries can be expanded by the appropriate employees of the University constituents.
- (3) The Board of Secretaries is convened in order to:
  - mutual consideration of the professional matters from secretary's jurisdiction,
  - uniformization concerning the application of the regulatives and decision making of the University authorities,
  - opinions on and preparations of general acts of the University and its constituents.
- (4) The Board of Secretaries sessions can be attended by other experts when the special professional matters are to be considered.

## 6 Ethics Committee

### 6.1 The University Ethics Committee

#### Article 45

- (1) The University employees, in their work, activities, and conduct, follow the principles of morality and scientific criticism, and in order to achieve those principles, they establish the University Ethics Committee.
- (2) The University Ethics Committee has the task to realize and to promote ethical principles and values in science and higher education, business relations, relations



towards the public, and to apply ethical principles in the modern technology and environmental protection.

#### Article 46

- (1) The University Ethics Committee is appointed by the Senate.
- (2) The Ethics Committee consists of seven members. Four members from the ranks of employees is proposed by the Senate. Two members outside the University are proposed by the Council. One member from the students' ranks is proposed by the University Student Assembly.
- (3) The president of the Ethics Committee is elected by the members among them selves.
- (4) The mandate of the members of the Ethics Committee is four years.

#### Article 47

- (1) The University Ethics Committee motions the University Code of Ethics adopted by the Senate.
- (2) The University Code of Ethics establishes the ethical principles in the higher education, scientific and research work at the University, publishing of results, relations between scientists, lecturers, and other participants in the scientific, preceptorial, and research process, procedures and actions related to the competition on the market, and the relation towards the public and the media.

### 6.2 The Ethics Committees of the constituents

#### Article 48

- (1) The University constituents establish the ethics committees and adopt their Codes of ethics in accordance with their statute, the University Statute, and the University Code of Ethics.
- (2) At the scientific and preceptorial constituents, at least one member of the ethics committee is to be from the students' ranks.
- (3) The establishment, structure, and tasks of the constituent Ethics Committee, and the procedure of adoption of the constituent code of ethics, is regulated by the statute of the constituent. The principles of work of the ethics committee are regulated by the constituent's code of ethics.

## III THE UNIVERSITY STRUCTURE

### 1 The University Constituents

#### Article 49

- (1) The University, as its constituents (subsidiaries, institutions, companies, or any other legal entities), may have faculties, art academies, teacher training colleges, university departments, university study centres, and other constituents, such as: university institutes, student centres, university libraries, trusts, foundations, associations, health

facilities, technology centres, informatics, culture, sports, and other constituents serving to satisfy the needs of students and the University.

(2) Scientific and preceptorial, preceptorial, and scientific constituents of the University are:

1) Institutions of higher education

- University in Split, Faculty of Economics,
- University in Split, Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture,
- University in Split, Faculty of Philosophy,
- University in Split, Faculty of Civil Engineering and Architecture,
- University in Split, Catholic Faculty of Theology,
- University in Split, Faculty of Chemistry and Technology,
- University in Split, Faculty of Kinesiology,
- University in Split, Faculty of Medicine,
- University in Split, Faculty of Maritime Studies,
- University in Split, Faculty of Law,
- University in Split, Faculty of Science and Mathematics,
- University in Split, Art Academy

2) University Study Centres

- University in Split, University Study Centre for Maritime Studies
- University in Split, University Study Centre for Professional Studies

3) University Centre

- University in Split, University Centre for Scientific Computing

4) Other University constituents are:

- University in Split, Student Centre – Split
- University in Split, Student Centre – Šibenik
- University in Split, University Library

(3) The University constituents from section 2, article 1, and section 3 of this article, are legal entities, registered at the Registry of institutions at the competent Commercial Court.

(4) The University constituents from section 2 and 3 of this article, are the University constituents regarding the Law on Institutions, and as such are registered at the Registry at the competent Commercial Court.

## 2 The Proceedings with the Status Modifications of the Constituent

### Article 50

- (1) The proceedings with the status modifications of the constituent within the University are initiated by a written initiative of the University authorities: the Rector, at least one-third of the Senate, or a written initiative of the University constituent to which the modification is related.
- (2) The proceedings with the status modifications during the University constituent withdrawal are initiated by a written initiative of the constituent's authorities that expressed the wish to withdraw from the University.
- (3) The initiative for the proceedings regarding the status modifications is submitted to the Senate, with a compulsory study on justification of the status modifications.

### Article 51

- (1) Based on the submitted written initiative for the proceedings regarding the status modifications, the Senate appoints the Committee for establishment of justification of implementation of the status modifications.
- (2) The Committee from the previous section consists of 5 (five) members: 2 members from the ranks of the Senate, 2 members from the constituent that the modification is related to, and one member from the Council.
- (3) The President of the Committee is elected by the members among them selves.
- (4) The Committee is obligated, within 60 days from the appointment, to submit a report on justification of implementation of status modifications to the Senate.
- (5) After the report of the Committee, the Senate adopts the Decision on the status modification of the University constituent, by the two-third majority of votes of the total number of the members of the Senate.

### Article 52

- (1) The decision of the Senate from article 51 paragraph 5 of the Statute is final. No appeal is allowed against it, but an administrative action is possible.
- (2) If the Senate adopts a negative decision regarding the status modification of the constituent, the initiative for the proceedings on the status modification of the same constituent cannot be submitted before one year period has expired from the day the Senate adopted the negative decision.

### 3 Scientific and Preceptorial Constituents

#### 3.1 Faculty and Art Academy

##### 3.1.1 Status and Structure of Faculty and Art Academy

###### Article 53

- (1) Faculties and Art Academy within the University are legal entities.
- (2) Faculty is an institution of higher education that, as a University constituent, structures and performs the university studies, and develops the scientific and professional work in one or more scientific and professional areas.
- (3) Faculty can also establish and perform the professional studies in accordance with the Law.
- (4) Art Academy is an institution of higher education that, as a University constituent, structures and performs the university studies, and develops the highest artistic creativity and scientific and research activity in the artistic area.
- (5) Art Academy can structure and perform the professional studies in accordance with the Law.
- (6) Faculty and Art Academy have their own Statute that must be in accordance with the Law.
- (7) Faculty and Art Academy, in the legal transactions, participate under the title of the University and under their own title.
- (8) Faculty and Art Academy, in their structure, may have the constitutive units such as: field studies, departments, institutes, cathedras, clinics, centres, laboratories, corpora, and similar.

###### Article 54

The position and activity of the Catholic Faculty of Theology in Split are regulated by the international agreements, the Law, the Statute, ecclesiastical regulations on the Catholic university structures, and the Agreement on the position and activity of the Catholic Faculty of Theology in Split within the University from July 9 1999.

##### 3.1.2 Faculty and Art Academy Authorities

###### Article 55

- (1) Faculty and Art Academy have:
  - the Dean
  - faculty council and academy council respectively (hereinafter: the Council), and
  - other entities predicted by the statute of the faculty and art academy, or other general act.
- (2) The Dean of the faculty or art academy is elected and suspended by the Council.
- (3) The Dean represents and personates a faculty or an art academy.
- (4) The Dean has the right to undertake legal actions on behalf of the faculty in the amount of 500.000,00 Kunas. For legal actions that exceed the amount of 500.000,00 Kunas to the amount of 1.500.000,00 Kunas, the Dean requires the consent of the

faculty Council. For legal actions that exceed the amount of 1.500.000,00 Kunas, the Dean requires the consent of the faculty Council and the Senate.

(5) The Dean's activity is supported by the provosts and other entities established by the Statute. The number of provosts, their duties and powers, the conditions and the deadlines of elections are established by the higher education institution Statute.

(6) The Council:

1. adopts the decisions relating to the academic, scientific, artistic, and professional matters,
2. elects and suspends the Dean and the provosts,
3. initiates and implements the election proceedings in the scientific and preceptorial professions,
4. implements the procedure of acquisition of the science doctorate,
5. adopts the Statute and other general acts,
6. initiates and implements the election proceedings relating to the employees in the scientific, scientific and preceptorial, artistic and preceptorial, preceptorial, and associated professions respectively, at the level of individual areas and branches, and at the adequate positions,
7. establishes the internal structure and systematization of positions,
8. adopts the decisions and ensures the objectives regarding the quality of studying, and scientific and artistic activities respectively,
9. initiates the procedure of decision adopting and ensures the implementation of curricula, studies, and scientific, artistic and productivity projectes and themes,
10. establishes the new and develops the existing research capacities at the level of an adequate scientific or artistic discipline,
11. ensures the improvement of conditions in the preceptorial, research, and artistic and productivity processes,
12. establishes the committees in accordance with its Statute,
13. decides on the cooperation with the domestic and foreign institutions and organizations,
14. decides on the publishing activity of a constituent,
15. ensures the conditions for a free initiative of individuals and groups of researchers, lecturers and students regarding the scientific, artistic, preceptorial, and professional activities,
16. adopts the motions regarding the study programmes submitted to the Senate to their adoption, and presents the curricula designs,
17. presents the opinion on acquisition, installation, and usage of the capital equipment at the University from the area of its activities,
18. performs other activities established by the Law, the Statute, the faculty statute and art academy respectively, or other general act.

### 3.1.3 Election of the Dean

#### Article 56

- (1) The elected Dean may be any lecturer in the scientific and preceptorial profession of a full or associated professor with an indefinite employment contract at the constituent, with the minimum of half full time employment.
- (2) The Dean is elected by the faculty council by a secret ballot, with the majority of votes of all the members of the council according to the conditions and the procedure

regulated by the Statute or another general act of the faculty and art academy respectively.

- (3) The candidates for the Dean submit the programme of work for their dean mandate to the faculty council.
- (4) The Senate confirms the election of the Dean.

#### Article 57

The Dean is elected for the two years term, and the same person may be elected for the Dean maximally two times in a row.

#### Article 58

- (1) The proceedings for the Dean and the provost election start not later than April 1, and finish at the end of June of the last year of the mandate, except in the event of repetition of the proceedings.
- (2) The mandate of the Dean and the provost starts of October 1.
- (3) Unless the new Dean is not elected until the end of the mandate of the existing dean, the council shall within one month, as an officer in charge, appoint a person fulfilling the prescribed conditions until the election of the Dean, following the methods and the procedure established by the statute of the faculty, not later than 6 months period. If the faculty council, within the prescribed period, do not elect the acting Dean, the acting Dean shall be appointed by the Senate.

#### 3.1.4 The Dean's Inability to Perform His/Her Duty

#### Article 59

- (1) In the event of the Dean's temporary inability to perform his/her duty (absence, illness, and similar), the council authorizes one of the provosts to perform the Dean's duties during his/her temporary inability.
- (2) The motion for the establishment of the Dean's temporary inability is submitted by at least one-third of the members of the council, or the Dean himself/herself.
- (3) The provost performs the Dean's duty during his/her temporary absence, not longer than 6 months from the day his/her absence was established. After the 6 month period, the council initiates the procedure for the election of the new Dean.
- (4) The authorized provost has the complete power and performs all the activities of the Dean established by the Law, the Statute, and a faculty and art academy statute respectively, and the public documents and other acts are signed with the designation "u. z."

#### 3.1.5 Suspension of the Dean

#### Article 60

- (1) The Dean can be suspended before the end of his/her mandate if:
  - himself/herself request the suspension,
  - abuses the position of the Dean,

- violates the regulations of the Constitution, the Law, the Statute, or other general acts of the University and the faculty,
  - severely violates, or does not respect the decisions of the Senate or the Council,
  - such circumstances arise that, regulated by special regulations or rules, cause the termination of his/her employment contract,
  - loses his/her ability to perform his/her duty, and
  - with his/her conduct severely violates the dignity of his/her duty performed.
- (2) The written and elaborated motion for the suspension of the Dean is submitted by the Rector, the Senate, or one-third of the total number of the members of the Council.
  - (3) The procedure for the suspension of the Dean is implemented by the Council at the session with the Rector present.
  - (4) During the decision-making process regarding the suspension of the Dean, the Dean must be offered the possibility to make statement regarding the reasons for the suspension.
  - (5) During the decision-making on the suspension regarding the reasons stated in section 1 of this article, alineas 2, 3, 4 and 7, the severance of the violation, the ramifications, the degree of responsibility, and other circumstances affecting the decision-making must be especially considered.
  - (6) The Council decides on the suspension of the Dean by a secret ballot with the two-third majority of votes of the total number of the members of the Council, except in the event stated in section 1, when it is decided by the majority of votes of the total number of the members of the Council.
  - (7) In the event of the suspension of the Dean, the Council appoints the acting Dean for the maximum of six months period.

### 3.2 Teacher Training College

#### Article 61

- (1) Teacher training college is a public higher education institution that structures and performs the studies for the education of teachers in primary education, educators, and professional associates in the preschool education, performing the professional and scientific activities in accordance with the Law and its statute.
- (2) Teacher training college is a legal entity, participating in the legal transactions under the title of the University and its own title. The activity, management, and the internal structure are regulated by the statute of the teacher training college, that must be in accordance with the University Statute,
- (3) The authorities of the teacher training college are:
  - the Dean,
  - teachers council, and
  - other authorities predicted by the teacher training college Statute.
- (4) The Statute regulations are appropriately apply to the authorities of the teacher training college regarding the management of the faculty and art academy.

### 3.3 University Department

#### Article 62

- (1) The University department is the scientific and preceptorial or preceptorial constituent of the University.
- (2) The University department is the University subsidiary in accordance with the Institutions Law.
- (3) The University department participates in the legal transactions under the title of the University and under its own title.

#### Article 63

- (1) The Senate decides on the establishment, structure, modifications in the structure, and the termination of the University department.
- (2) The procedure of the establishment of the University department is initiated by the constituents of the University or the Rector.
- (3) The motion for the establishment of the University department is based on the study used for determination of the scientific and professional justification regarding the establishment of the University department in a specific scientific area and interdisciplinary scientific area respectively.
- (4) The structure of the University department, the structure of positions in a department, scope of work, and the method of financing, are established by the Founding Act.

#### Article 64

- (1) The University department participates in the implementation of the study programmes, develops the scientific, artistic, and professional work in a specific scientific area or an interdisciplinary scientific area, and participates in the implementation of a specific study.
- (2) The University department consists of lecturers, scientists and associates to the University from a specific scientific area or an interdisciplinary scientific area and other artistic areas respectively.
- (3) Participation in the department activities and the employees in other constituents and structural units of the University, and the employees outside the University, can be predicted by the Founding Act and the Rules of procedure regarding the University department.

#### Article 65

- (1) The fundamental act of the University department is the Rules of procedure of the University department, adopted by the Senate after the motion of the professional council of the department.
- (2) The University department's Rules of procedure must be in accordance with the Statute.
- (3) The University department's Rules of procedure more accurately determines the activities, management, and the internal structure of the department.



## Article 66

(1) The authorities of the University department are:

- the director, and
- professional council.

The University department can have other authorities whose structure, the method of establishment, scope of work, and powers are determined by the Statute and the department's Rules of procedure.

- (2) The director represents the University department and manages its work.
- (3) Relating to the director and the professional council of the University department, the regulations from the Article 63 of the Law and the regulations of the Statute relating to the faculty and the art academy are applied.
- (4) Any person in the scientific and preceptorial, or preceptorial profession, can be elected to the position of the director of the professional studies department.

### 3.4 University Study Centre

## Article 67

- (1) The University Study Centre is a scientific and preceptorial or preceptorial constituent with the status of the University subsidiary, used for the constituents or the University to directly structure and perform the studies, and to develop the scientific and professional activities on one or more scientific and professional areas or an interdisciplinary scientific areas, and to harmonize those activities within the University.
- (2) The University Study Centre participates in the legal transactions under the title of the University or under its own title.
- (3) The University Study Centre is established and terminated by the decision of the Senate.
- (4) The University Study Centre has the director as a head, and the professional council.
- (5) The director of the University study centre, on the Rector's motion, is appointed by the Senate, with a previously acquired opinion of the professional council.
- (6) Relating to the director and the professional council of the University study centre, the regulations from the Article 63 of the Law and the regulations of the Statute relating to the faculty and the art academy are applied.
- (7) Any person in the scientific and preceptorial, or preceptorial profession, can be elected to the position of the director of the University Study Centre for professional studies.
- (8) Any person in any scientific and preceptorial profession can be elected to the position of the director of the University Study Centre for studies.
- (9) Detailed regulations on the status, internal structure, the positions structure, the method of financing, the scope of work, and other matters regarding the University study centres, are established by the Founding Act and the Rules of procedure of the University study centre.

## 4 Other Constituents of the University

### 4.1 The University Institute

#### Article 68

- (1) The University institute is a subsidiary of the University established in order to implement the scientific activity on one or more similar scientific areas, basically related to the process of higher education at the University.
- (2) The University institute can also perform a highly professional activity, and to participate in teaching in accordance with the general acts of the University.
- (3) The University institute has the director, professional council, and other authorities. The structure, the method of establishment, scope of work, and powers of the professional council, are established by the Rules of procedure.
- (4) The director of the University institute represents the institute, manages its work, and has the liability for the institute's activities.
- (5) The director of the University institute is appointed by the Senate on the motion of the professional council of the University institute for the duration of 4 years.
- (6) The structure, the method of establishment, the scope of work, and powers of the University institute, are established by the institute's Founding Act, the Statute, its own statute, and other general acts of the University institute. The general acts of the institute are adopted by the Senate on the motion of the professional council of the University institute.
- (7) The University institute participates in the legal transactions under the title of the University and under its own title.
- (8) The provisions of the Law regarding the scientific institutes are appropriately applied to the University institute.

### 4.2 University Foundations and Trusts

#### Article 69

- (1) The trust is an asset designated, on its own, and with the revenue it realizes, to permanently serve for the realization of a general interest or to a beneficial purpose.
- (2) The foundation is an asset designated, in a specific period of time, to serve for the realization of a general interest or to a beneficial purpose.
- (3) The University and its constituents can establish foundations and trusts.
- (4) The provisions of a special law are applied to the status and functions of foundations and trusts.
- (5) Foundations and trusts are legal entities.
- (6) The University foundations and trusts are established by the Rector with the Senate's consent. The foundations and trusts of the constituents are established by the Dean with the council's consent.

#### 4.3 The University Clinic

##### Article 70

- (1) The health facilities that, based on the special regulations, are appointed with the title "clinic", "clinical hospital", or "clinical hospital centre", "clinical department", and in which the employees of the University, with the superior health activities, also perform the lectures at the graduate and post-graduate level, and perform the scientific research in health care activities, can request the titles "University Clinic", "University Clinical Hospital", "University Clinical Centre", or "University clinical Institute" from the University.
- (2) The procedure for the title assignment is initiated by the authorized health care institution body by submitting an elaborated request to the Senate, and the Senate, by *ex officio*, must obtain the opinion of the pertaining professional council and the consent of the Ministry of Health. The decision of the Ministry of Health on the title assignment is added to the request.
- (3) The titles "University Clinic", "University Clinical Hospital", "University Clinical Centre", or "University Clinical Institute", are assigned by the Senate after the adoption of a positive opinion of the faculty council of the University Faculty of Medicine.
- (4) The University shall eventuate the obtained decision not later than three months from the day of its submission.
- (5) The mutual relations between "University Clinic", "University Clinical Hospital", or "University Clinical Centre" and the University are regulated with a special agreement.

#### 4.4 University Library

##### Article 72

- (1) The University Library is a constituent of the University.
- (2) The University Library is the centre of a singular library system of the University, whose purpose is the realization of an integrated University library system.
- (3) The University library system performs library and informational tasks and activities for educational and scientific research requirements of the University and its constituents.
- (4) The integrated University library system consists of all University libraries.
- (5) The University library has the property of a legal entity and participates in the legal transactions under the University title and under its own title.
- (6) The University library has its own statute that must be in accordance with this Statute.
- (7) The internal structure of the University library, the authorities and powers, and other matters, are regulated by the Law, Founding Act, the Statute, and the University library statute.

#### 4.5 Science and Technology Park

##### Article 73

- (1) Science and Technology park is a company established for the purpose of the commercialization of scientific results, stimulation of scientific and economic cooperation, and the strengthening of the economy that is based on the science.
- (2) Science and Technology park is established by the Senate, based on the study by which the commercial justification of its establishment is determined.
- (3) The internal structure of the Science and Technology park, its authorities and powers, and other matters, are regulated by the Founding Act and other general acts relating to the Science and Technology park.
- (4) Science and Technology park, before its title, uses the title "University in Split."
- (5) The consent for the usage of the Science and Technology park title is given by the Minister in charge of the science and higher education, following the motion of the National Science Council.

#### 4.6 Associations – Societies

##### Article 74

- (1) In order to stimulate and to create an academic approach and conduct, maintaining of the tradition, and assistance in the scientific, professional, cultural, sports, recreational, and other activities, the students and lecturers establish associations-societies in accordance with the special regulations.
- (2) The Senate approves the usage of the University's title in the title and attributes of an association.
- (3) Associations have the characteristics of a legal entity, and participate in the legal transactions under the title of the University, its constituents, and under their own title.
- (4) The internal structure of an association, authorities and powers, and other matters, are regulated by the association's statute.
- (5) The associations are registered at the associations registry at the competent authorities.

#### 4.7 University Centre

##### Article 75

- (1) University centre is established for the purposes of scientific or highly-professional activities (hereinafter: the Centres), as a constituent of the University, and as a structural unit of the University or its constituents.
- (2) The centre, as a subsidiary and the structural unit of the University respectively, is established and terminated by the Senate.
- (3) The centre, established as a structural unit of the University and a constituent in the legal transactions respectively, represents its founder on its behalf.

#### Article 76

- (1) The centre is represented and managed by the director of the centre. The director of the centre as a constituent or a structural unit of the University, is appointed by the Senate at the Rector's proposition.
- (2) The mandate of the director of the centre is three years.
- (3) A special internal structure of the centre, activities, legal and labour relations and status of the employees, and other matters significant to the centre's activities, are regulated by the centre's Founding Act.
- (4) The center has its own Book of regulations adopted by the Senate and the council at the director's proposition respectively.

#### 4.8 Student Centre

##### Article 77

- (1) The student centre is a constituent of the University established by the University in order to satisfy the requirements of the student standard, and in order to ensure the meals, accomodations, part-time and temporary employment of the students, students' cultural and sports life, and other activities.
- (2) The founding rights over the student centre are managed by the University.
- (3) The student centre is a legal entity, and participates in the legal transactions under the title of the University and under its own title.
- (4) The student centre has the administrative council and the director.
- (5) The administrative council consists of five members, the two of them appointed by the Senate, one by the Minister of Science and Higher Education, one by the students' representative, and one by the student centre representative of the employees.
- (6) The director is appointed and suspended by the administrative council, and appointment and suspension is confirmed by the Senate. The director's mandate is four years.
- (7) The internal structure of the student centre, its authorities and powers, and other matters, are regulated by the law, the Founding Act, the Statute, and the student centre statute.
- (8) The student centre statute is adopted by the administrative council with the Senate's consent.
- (9) The student centre gains revenue from the services at the market, directly or indirectly from the allotment of the state budget intended for the student support.

#### 4.9 Quality Improvement Centre

##### Article 78

- (1) The University integrates the culture of quality improvement in every aspect of its activity.
- (2) The University system for quality improvement consists of the Quality Improvement Centre, and the committees for quality improvement at the University constituents.
- (3) The Quality Improvement Centre especially:
  - stimulates and organizes the spreading of quality improvement culture within the academic public,

- defines the standards and criteria for quality activities of the University,
  - develops the evaluation and self-evaluation procedures in educational quality research,
  - gathers the informations regarding quality from every user of the system's services,
  - investigates the reasons of non-efficient and overextended study,
  - develops the mechanisms for quality ensurance,
  - stimulates the international cooperation and scientific competitiveness,
  - stimulates the professional expertise of preceptorial and non-preceptorial personnel.
- (4) The students involvement in the centre's quality improvement programmes are compulsory.
  - (5) The quality improvement committees at the University constituents have the director who is a lecturer from the scientific and preceptorial profession.
  - (6) The structure of the centre and the method of its work, and the structure and the methods of work of the quality improvement committee shall be more precisely established by special Books of rule adopted by the Senate and the constituents.

#### 4. 10 Other Legal Entities and Internal Structure Units

##### Article 79

- (1) The University, faculties, and art academies can establish the organizations or their own internal structure units, used to perform the activities in order to interconnect the practice, science, art and higher education, where students can also participate in their activities (engineering offices, workshops, legal centres, social care centres and citizen assistance centres, clinics and veterinary stations, university and/or clinical hospitals, experimental orchards, production centres, tourist organizations and similar, studios, artistic associations, galleries, radio and TV stations, etc.), in accordance with Article 66 of the Law.
- (2) The decision on legal entities and internal structure units establishment from section 1 of this article, is adopted by the Senate and the faculty or art academy council respectively, with the Senate's consent.
- (3) In the event when an individual activity is regulated by special provisions (health care, legal assistance, etc.), the individual legal entities or structural units from section 1 of this article are established, and their activities are regulated with the consent of a minister competent in a specific area.
- (4) The revenue achieved by performing the activities of legal entities or structural units from section 1 of this article, is solely used to improve the activities of the University and its constituents respectively.

##### Article 80

- (1) A legal entity established by the University or faculty or art academy respectively, is managed by the administrative council, unless otherwise provided by the Law or Statute regarding the individual categories of legal entities.
- (2) The members of the administrative council from section 1 of this article are appointed by the Senate and the faculty or art academy council respectively, unless otherwise provided by the Law or Statute regarding the individual categories of legal entities.
- (3) The number of the members of the administrative council from section 1 of this article, and the duration of their mandates, are more specifically established by the Founding Act and the Statute.

- (4) The head of an institution or other legal entity is the director, unless otherwise provided by the Law or Statute regarding the individual categories of legal entities.
- (5) The directors are appointed and suspended by the administrative council of the institution or other legal entity in accordance with the Law and their statute, and the appointment and suspension is confirmed by the Senate and the faculty or art academy council respectively.
- (6) Institution and other legal entity respectively, has the statute by which, in accordance with the Law and Founding Act, the structure, powers and the method of decision-making of individual authorities are more precisely regulated, and also other matters important for the implementation of activities.
- (7) The statute of an institution is adopted by the administrative council of the institution and other legal entity respectively, with the Senate's consent and the faculty or art academy council respectively.

#### Article 81

The provisions of the Law on Institutions, the Law on Trusts and Foundations, The Companies Act, and other appropriate laws, are applied to the establishment and management of other constituents of the University.

### IV STUDIES ON THE HIGHER EDUCATION INSTITUTIONS

#### Article 82

- (1) The higher education is performed through university and professional studies.
- (2) The university study trains the students for the activities in science and higher education, world of management, public sector and the society in general, and they are trained to develop and use the scientific and professional achievements.
- (3) The professional study offers the student an appropriate level of knowledge and skills that provide the possibility to perform the professional vocations, training the students to enter the workflows directly.

#### 1 University Study

#### Article 83

##### 1.1 The Levels of Study

- (1) The university study is organized and implemented through three levels:
  - pre-graduate study,
  - graduate study, and
  - post-graduate study
- (2) The specific study programmes are integrated in the process through level one and two during the study. Such implementation of the study programme is approved by the National Committee for Higher Education.

- (3) Every level of the study must be in accordance with the European Credit Transfer and Accumulation System (hereinafter: ECTS), by which, as a rule, a student can gain 60 ECTS credits during one year of study

## 1.2 Pre-Graduate Study

### Article 84

- (1) During the pre-graduate university study, usually lasting from three to four years, a student can acquire from 180 to 240 ECTS credits.
- (2) The pre-graduation study trains the students for the graduation studies, enabling them to acquire general competence necessary for the employment in the specific professions.
- (3) By the end of the pre-graduate university study, the student acquires the academic title of bachelor (baccalaureus), or if it is a female undergraduate student, the title baccalaurea, with the professional designation, unless otherwise specified by special law.

## 1.3 Graduate Study

### Article 85

- (1) During the graduate university study, usually lasting from one to two years, a student can acquire from 60 to 120 ECTS credits. The graduate study can last longer if approved by the National Committee for Higher Education.
- (2) The graduate study enables the students to acquire special knowledge and skills necessary to practice the highly professional activities in specific professions.
- (3) The total number of credits acquired during the pre-graduate and graduate studies is minimally 300 ECTS credits.
- (4) Unless specified otherwise by specific law, by the end of the graduate university study, a person acquires the academic title of Master with the professional designation, in accordance with the law.
- (5) These provisions are applied analogously with the integrated pre-graduate and graduate university study.

## 1.4 Post-Graduate Study

### Article 86

- (1) The post-graduate university study can also be structured as the university and specialist studies.
- (2) The post-graduate university study usually lasts for three years, and by the end of the study, the student acquires 180 ECTS credits, and the academic degree of Ph. D. (dr. sc.) and the Doctor of Arts (dr. art.) respectively.
- (3) The number of ECTS credits necessary to apply for the dissertation at the post-graduate university study is regulated by the Book of rules.
- (4) A person who achieved the scientific accomplishment that, by its significance correspond to the conditions for election into the scientific professions, can acquire, with the Senate's consent, the doctorate of science by making and defending the thesis



without admission to the doctors study. The conditions are regulated by the Book of rules more precisely.

- (5) The University and its constituents can organize a post-graduate specialist study in the duration from one to two years, by which a person acquires the academic title of University Specialist, with the professional designation of entire or part of the profession in accordance with the title of the study programme, unless otherwise specified by law.

## 2 Professional Study

### Article 87

- (1) Professional studies are performed at the University and its constituents in accordance with the Law and the acquired consent of the National Council for Higher Education.
- (2) Professional studies last from two to three years, and by the end of the study a person acquires from 120 to 180 ECTS credits. On an exceptional basis, the professional study can last up to four years, with the consent of the National Council for higher education, when it is in accordance with the internationally accepted standards, and a person can acquire up to 240 ECTS credits during such form of study.
- (3) By the end of the professional study, with less than 180 ECTS credits, a person acquires the title professional intransigent with the professional designation, unless otherwise specified by law.
- (4) By the end of the professional study with 180 or more ECTS credits, a person acquires the professional title of Bachelor (baccalaureus) or Baccalaurea with the professional designation, unless otherwise specified by law.
- (5) By the end of the professional specialist graduate study, when a person can usually acquire 60 to 120 ECTS credits, a person acquires the professional title of Professional Specialist with the professional designation, entirely or partially, in accordance with the title of study programme, unless otherwise specified by law.
- (6) The performance of professional study, the conditions for ECTS credits acquiring, and the end of the professional studies, are more precisely regulated by the Book of rules.

## 3. ECTS Credits Transfer

### Article 88

- (1) The transfer of ECTS credits can be implemented between different university or professional studies.
- (2) The criteria and conditions of ECTS credits transfer from section 1 of this article, are regulated by the University Book of rules.

## 4 Study Holders and Exponents

### 4.1 Study Holders

#### Article 89

- (1) The studies at the University are organized by their holders, the University directly, or its constituent with the status of institution of higher education (faculty, art academy, teacher training college) respectively.
- (2) When the University is the study holder directly, it can, by the Statute or another general act, transfer a part of its powers which has as the study holder, to a constituent through which it organizes and/or performs most of the study programme.

#### Article 90

The University and institutions of higher education may organize a specific study, in accordance with the Law, with a domestic or foreign legal or natural person.

#### Article 91

The University and institutions of higher education in its structure may establish various professional study programmes, regarding the concept of lifelong education and expertise in accordance with the Law. Such programme is not considered study in terms of the Law and the Statute. By the end of the professional expertise programme, the student is issued a special certificate.

### 4.2 Study Exponents

#### Article 92

- (1) The studies at the University are completely or partially performed by the University directly, and the entire scientific and preceptorial and preceptorial constituents of the University.
- (2) The graduate and post-graduate studies can also be performed in association with the institutes of science, based on a special agreement between the University and an institute.
- (3) The part of study programme, the institution of higher education can also organize at the university clinic, university clinical hospital, university clinical centre, medical centre, law firm, engineering office, company, specialized institution, state authority, and university institute or science and research institute outside the University, and similar, under the guidance of its lecturers, and with an appropriate participation of experts from such legal entity, under the following conditions:
  - that the study holder do not dispose with the staff and indispensable equipment,
  - for implementation of curriculum,
  - that necessity for such study exists at the University,
  - if substantially improves the teaching process.

- (4) In the events specified in sections 2 and 3 of this article, the students admit the study at the institute of higher education where they attend most of the lectures according to the curriculum and the study programme.
- (5) The method and conditions for implementation of a part of the study programme, are regulated by the agreement between the University, institutions of higher education in its structure, and the exponent of a part of the study programme respectively.

## 5 Organization and Implementation of Study

### 5.1 Study Programme

#### Article 93

- (1) The studies are organized according to the study programme suggested by the constituents. The study programmes are adopted by the Senate with previously obtained opinion from the National Council for Higher Education.
- (2) With suggestions and establishment of a study programme, the University and the constituents must especially ensure that the study is:
  - at the newest level of scientific knowledge and the skills based upon them,
  - in accordance with the national priorities and the demands of professional sector,
  - comparable with the programmes of countries in the European Union.
- (3) The study programme is adopted in accordance with the Law, the Statute, and other general acts of the University, institution of higher education that is the study holder, or a constituent that serves the University to directly organize or to perform most of the study programme respectively. The contents of a study programme are:
  - reasons for actuation of a specific study, previous experience, and openness of a study towards the mobility of students,
  - category and title of a study, and its holders,
  - duration of a study and ECTS value of a study,
  - conditions for study admission,
  - competencies acquired by the end of study,
  - possibility of continuation of a study,
  - professional or academic title or degree acquired by the end of study,
  - list of compulsory and elective courses,
  - description of every course (title, code, type, and level of a course, ECTS with an explanation, lecturer, competencies to acquire, preconditions for an admission, contents, recommended and additional literature, forms of instruction implementation, forms of examination, language used during lectures and a possibility of lecturing in other languages, forms of quality and efficiency monitoring regarding the implementation of every course),
  - conditions and methods of studying,
  - list of subjects offered to the students from other studies,
  - list of subjects with a possibility of performance in a foreign language,
  - criteria and conditions of ECTS credits transfer,

- method of completion of a study,
  - conditions for continuation of a study,
  - venues of study programmes performance,
  - informations regarding the rooms and equipment,
  - list of every lecturer and associate,
  - informations on lecturers (institution of employment, e-mail, web pages, short biography, list of works in the last 5 years, works, and everything else that qualifies a lecturer to perform a course, the date of last election, list of subjects lectured by him/her),
  - list of instruction workshops,
  - optimal number of students,
  - estimated costs of studying per student,
  - forms of quality and efficiency monitoring regarding the implementation of study programme, and
  - other important notices.
- (4) For post-graduate study programmes, the following informations are also required: the involvement of study in the mutual programme with the foreign universities, the system of consulting and guidance through study, the list of science and development projects on which the programme is based upon, and the institutional management.
- (5) Typically, the elective courses should cover at least 15 % of ECTS credits for pre-graduate, and 20 % of ECTS credits for graduation programmes.
- (6) For post-graduate programmes, presented in ECTS credits system, the elective courses should cover at least 50 % of ECTS credits.

## 5.2 Executive Education Programme

### Article 94

- (1) The study is performed according to an executive education programme adopted by the Senate, the institution of higher education council as a study holder, or the constituents used by the University for direct organization or realization of most of the study programme respectively.
- (2) The executive education programme establishes:
1. lecturers and associates to perform the lectures according to the study programme,
  2. venues of lectures,
  3. beginning, end, and schedule of lectures,
  4. forms of lectures (instructions, seminars, exercises, consultations, examinations, and similar),
  5. methods of examination,
  6. examination periods,
  7. literature relevant for the study and examinations,
  8. possibility of lecturing in a foreign language, and
  9. other important facts for orderly lectures performance
- (3) The executive education programme is published prior to the beginning of lectures in the academic year, and is available to the public. The executive education programme must be available (www link) at the official Internet sites of the University and the institution of higher education which is the study holder, or at the constituent used by

the University for direct organization or realization of most of the study programme, including the abstracts of lectures and other forms of instructions. Exceptionally, if an appropriate literature is unavailable, it is necessary to publish the text of lectures and other forms of instructions at the official Internet sites.

- (4) Exceptionally from section 3, the executive plan can be published during the academic year, if the executive plan, due to the specific and justified reasons, has been changed. The modification of the executive plan is published in accordance with section 3 of this article.

### 5.3 Academic Year

#### Article 95

- (1) Academic year starts on October 1 of the current year, and ends on September 30 of the next calendar year.
- (2) The lectures are organized in semesters or trimesters in accordance with the study programme and executive plan.
- (3) The calendar of lectures for a new academic year is adopted by the Senate, not later than May 1.
- (4) Academic year usually consists of 45 workweeks, of which there are 30 lecture weeks, and 15 weeks used for consultations, the preparation of examinations and the examinations, when there are no other forms of lectures.
- (5) One ECTS credit represents a total workload of 30 hours.

### 5.4 Forms of Study Realization

#### Article 96

- (1) The forms of study realization are: lectures, seminars, exercises, practical lectures, consultations, mentoring work, management work, professional practice, field instructions, and participation of students in the professional and scientific work.
- (2) The total work commitment is 40 hours per week.
- (3) The total lecture attendance of undergraduates (regular students) at the professional, pre-graduate, and graduate study can last minimally 18, and maximally 26 hours per week, and at the post-graduate study, minimally 8, and maximally 12 hours per week.
- (4) The total obligations of the irregular students cannot be less than half the number of hours specified for the undergraduates (regular students).
- (5) When an increased number of practical lectures hours is necessary according to the study programme and executive plan, the students' obligations can also be specially increased.
- (6) The lectures and optional activities of students regarding the physical education are organized outside the timetable established by the previous section of this article.
- (7) The University and the institutions of higher education within the University are obligated, within their preceptorial activity, to promote physical education and student sports.

#### Article 97

- (1) The study can be organized through the system of distance learning, which is especially approved by the National Committee for Higher Education.

- (2) The draft of the executive plan of study that includes the distance learning, is submitted by the institution of higher education that is the study holder, or a constituent used by the University for direct organization or realization of most of the study programme, and adopted by the Senate.

## 6 Examinations

### Article 98

- (1) Acquired knowledge, skills, and abilities of the students are examined and graded during the courses and colloquiums, and the final grade is determined at the examination.
- (2) The regular examination periods are summer and winter. The additional examination period is in autumn. The examination period lasts minimally for four weeks, consisting of two examination terms, with minimally two weeks apart.
- (3) The examination consists of four examination terms, determined by the constituents by their own acts, within the examination periods from section 2 of this article.
- (4) Exceptionally from sections 2 and 3, the examinations can be organized immediately after the end of normal or block schedule, more specifically determined by the constituents that are the study holders that practice the normal schedule. In such event, the examination periods described in the previous section no longer apply, and the constituent that is the study holder determines new periods for such examinations.
- (5) Exceptionally from sections 2 and 3, the constituent's council can adopt a decision where a relative ECTS system of grading is applied to the individual subjects. Only two examination terms are set within the examination period at the end of the course for such subjects, respecting that the second examination term serves exclusively to the students that were graded FX during the first examination term.
- (6) The examinations, or some other forms of testing of the acquired knowledge, skills, and abilities, are taken from all the courses admissiomed by a student, and according to the teaching material established by the study programme.
- (7) A student who met all conditions and requirements established by the study programme of a subject in matter, can approach an examination.
- (8) The examinations are public.
- (9) A student has the right to access his/her examination files.

### Article 99

- (1) The examinations are individual or collective, and can be theoretical and/or practical.
- (2) The examinations are written, oral, practical, or combined.
- (3) The practical part of an exam can be approached separately from the theoretical part.
- (4) If the exam consists of two parts, a student who passes one part of the exam, and does not pass the other part, does not need to approach the part of the exam that he/she has already passed, except in the case when he/she has re-admissioned the subject.
- (5) The written part of an examination can be eliminative.
- (6) The maximal time of duration of an examination is 45 minutes, and the duration of a written and practical examination is determined by the council of the University constituent that is the study holder.

## Article 100

- (1) The examination is an integral part of a course, and it is considered that a student, who has admitted a subject, has also registered the examination regarding that subject within the terms stated in Article 98 of this Statute, and he/she is obligated to approach the examination.
- (2) Every time a student does not approach the examination in terms of section 1 of this article, it is considered that the student used his/her right to one essay to take the examination, with the note stating "did not approach" (nije pristupio).
- (3) The application form – examination sheet, is a document whose contents and form are identical for the entire University, and is regulated by a special Book of rules, and it is its integral part.
- (4) Apart from the application form – examination sheet, an examination list is also used as an additional evidence document whose contents and form are identical for the entire University, and is regulated by a special Book of rules, and it is its integral part.

## Article 101

The schedule of examinations approaching shall be published not later than one day from the examination itself on the Internet site and/or bulletin board of the University and the constituent respectively.

## Article 102

- (1) The student success at the examinations and other knowledge tests are expressed with the following grades:

- Excellent (5)
- Very good (4)
- Good (3)
- Satisfactory (2)
- Failure (1)

- (2) The numerical grading system is compared to the ECTS grading system as follows:

5 = A    A = 5  
4 = B    B = 4  
3 = C    C = 3  
2 = D    D, E = 2  
1 = F    FX, F = 1

- (3) The council of a constituent, by its executive programme, can establish that some forms of lecturing and stipulation of acquired knowledge, skills, and abilities respectively, are to be conducted without grading, or that the grades are expressed by a descriptive rating.
- (4) The council of a constituent, by its executive programme, defines the subjects that the relative ECTS grading system, modified to the numerical grading system, is applied to in the republic of Croatia, from section 2.
- (5) ECTS grading system from section 4, in its first step, separates the students into a group of students who passed the examination, and the group of students who did not

pass the examination. The group of students who passed the examination are further on separated into four sections: 15 % of the best students are graded A (excellent), 33% of the next students are graded B (very good), the next 35 % are graded C (good), and the last 15 % are graded D or E (satisfactory). The students who did not pass the examination are graded FX (additional work required), or F (significant additional work required).

- (6) The basic presumptions for the application of this grading system are: adequate data on the acquired knowledge, skills, and competencies of the students respectively, and an adequate number of students, in order to ensure the correctness of application of statistical methods and the regularity of results control obtained by the application of such system.
- (7) The relative ECTS grading system can be applied only if a continuous verification of the acquired knowledge and skills during the lectures on such subject, resulting with a satisfactory number of indicators/grades for the classification of students, where during the continuous knowledge verification a student acquires at least 50 % of the elements necessary to approach an examination. To apply such grading method, the minimal number of students who passed an examination is usually 30 students. Otherwise, in such an event, a classic grading system shall be applicable.
- (8) An average study rating represents the average grades from every subjects, which is a standard regarding the ECTS credits, and it is determined by addition of multiplied grades and ECTS credits from every subject, and then divided by a total number of ECTS credits from every subject that are to be graded, and the final result is rounded to two decimals. The final thesis and examination also enter in such aggregate, unless their numerical grading is also specified.
- (9) In an adequate student's document and application form – examination sheet, only the positive grades are entered: 5, 4, 3, and 2. Unsatisfactory grade (1) is considered a failure, and it is entered only in the application form – examination sheet.

#### Article 103

- (1) A student whose opinion is that he/she did not achieve a deserved grade due to an irregularity during the examination or grading, can submit an appeal regarding the grade within 2 days from the official announcement of the grade.
- (2) The appeal is submitted in the written form to the official address of a constituent.
- (3) The head of a constituent appoints the examination committee that decides on adequacy of the appeal, and then adopts the final decision regarding the examination grade within 2 days from the appeal submission.
- (4) Within the deadline from section 3 of this article, the examination committee can organize a new examination, if it is considered necessary.
- (5) If a new examination is organized regarding the section 4 of this article, and the student do not approach the new examination at the time set by the head from section 2 of this article, it is considered that the student renounced the right to the grading appeal from section 1 of this article.
- (6) The lecturer from section 1 of this article cannot be the head of the examination committee.

#### Article 104

- (1) A student who wants a better grade from the positive grade achieved at the examination, and he/she does not consider that there were any irregularities during the



examination or grading, has the right to request to approach the examination in the next specified term in the oral form from the lecturer, or in the written form at the official address of the constituent. In such event, the lecturer makes the notice "student refused the grade". Such grade is not considered the final grade, and it is considered that the student with such action used one attempt in his/her right to approach the examination.

- (2) The student is obligated to repeat the examination from section 1 of this article, and thereby he/she can achieve a lesser grade than the previously achieved one, including the negative grade.

#### Article 105

- (1) The examination relating to one subject cannot be approached more than four times in an academic year in which the subject was admissiomed. The fourth attempt to pass the examination is approached before the examination committee appointed by the head of the constituent.
- (2) If a student do not pass the examination after the new admission of the subject until the end of the current academic year, he/she shall lose the right of studying in the specific study.

#### Article 106

- (1) The statute of a constituent and the University or constituent Book of rules, more precisely regulates: examination periods, application to examinations, schedule of examinations, procedure of examination repetition, acknowledgment of examinations, methods of examinations (the subject instructor, preceptorial committee), grade appeal, forms of public examination ensurance, methods of examination records management, and other matters if necessary.
- (2) The general acts stated in section 1 of this article, are published to be available to the public, especially the students and intrants for the acquisition of the student status.

### 7 The Completion of Study

#### Article 107

- (1) Pre-graduate study ends when every examination has been passed, and with the making of the final thesis and/or passing the final examination in accordance with the study programme.
- (2) The graduate study ends when every examination has been passed, and with the making and defending of the thesis, and when the graduation examination has been passed in accordance with the study programme.
- (3) The post-graduate study ends when every examination has been passed, by preparing the final thesis, and/or by passing a specific final examination in accordance with the study programme.
- (4) The post-graduate specialist study ends when every examination has been passed, by preparing the final thesis, and/or by passing a specific final examination in accordance with the study programme.
- (5) By the study programme, it can be established that the post-graduate art study ends when every examination has been passed, and by taking the final examination before the examination committee, and/or with the making of or performing an artwork.

## Article 108

- (1) The professional study ends when every examination has been passed. By the study programme, approaching the final examination and/or making of a final thesis, can also be specified.
- (2) The specialist professional study ends when every examination has been passed, by making of the final thesis, and/or by approaching a specific final examination in accordance with the study programme.

## 8 Acquisition of Professional or Academic Title and Degree

### Article 109

Upon completion of a specific level of university or professional study, in accordance with the Statute's provisions, a student acquires a specific professional or academic title or degree, and other rights in accordance with the Law or other special regulations.

### Article 110

- (1) By the end of the university pre-graduate study, a student is issued a certificate confirming the completion of the study and acquisition of a specific academic title.
- (2) By the end of the university graduate/integrated study, a student is issued a diploma confirming the completion of the study and acquisition of a specific academic title.
- (3) By the end of the post-graduate university/specialist study, a student is issued a diploma. The diploma confirms that a student has completed a specific study, acquiring the right to an academic title or degree.
- (4) By the end of a professional study, a student is issued a certificate confirming the completion of the study and acquiring of a specific professional title.
- (5) By the end of a specialist graduate professional study, a student is issued a diploma confirming the completion of a specific study and acquisition of a specific professional title.
- (6) By the completion of a professional perfection programme, the institute of higher education issues a certificate to a student.
- (7) Besides the certificate, diploma, or an attestation, a student is issued an additional study certificate.
- (8) Diplomas, certificates, and attestations issued by the University, scientific and preceptorial, and preceptorial constituents, are public documents.
- (9) The form of the diplomas and additional documents regarding a study, the content and form of the certificates and attestations, and the information packages for ECTS credits transfer, are regulated by the Senate.

### Article 111

- (1) The promotion is a ceremonial award of a certificate or diploma upon completion of the study, or an award for the acquired or bestowed (honorary) doctorate.
- (2) The promotion is performed by the head of an institute of higher education that is the study holder, or the head of a constituent used by the University in order to organize or to perform the most of the study programme.
- (3) A person is promoted to the academic degree of doctor of science by the Rector.

## 9 Professional or Academic Title and Degree Demotion

### Article 112

- (1) The academic or professional title or degree is to be demoted if it is established that it has been acquired by irregular conditions, by a severe violation of study rules, or based on a dissertation which is a plagiarism or forgery.
- (2) The proceedings for the academic or professional title or degree demotion are more specifically regulated by the Book of rules.

## V THE PROCEDURE FOR SUBMITTING, GRADING, AND DEFENDING THE DISSERTATION, AND MAKING AND/OR PERFORMING OF AN ARTWORK

### 1. Registration of a Theme

#### Article 113

- (1) The application that initiates the procedure of science doctorate acquisition must contain: draft of a doctorate theme, explanation of a theme, work methodology, and a statement of an expected scientific contribution.
- (2) The Senate and an authorized council of a scientific and preceptorial constituent respectively, appoint the Dissertation Theme Acceptance Committee, consisting of minimally three members in scientific and preceptorial profession and artistic and preceptorial profession from the scientific field of the dissertation theme, which submits a report with the proposition of acceptance or refusal of the dissertation theme to the Senate and the authorized council of the scientific and preceptorial constituent.

### 2 Acceptance of a Theme

#### Article 114

- (1) Based on an elaborated report and proposition of the Dissertation Theme Acceptance Committee, the Senate and the authorized council of a scientific and preceptorial constituent respectively, adopts a final decision on acceptance or refusal of the proposed dissertation theme, informs the person who submitted the dissertation theme, and selects a person that will help the candidate with his/her suggestions during the making of the dissertation (mentor).
- (2) If the Senate and the authorized council of a scientific and preceptorial constituent, based on the Committee's report, decide that the candidate does not fulfil the conditions necessary for the science doctorate acquisition, or that the suggested theme cannot be accepted, it shall reject the application of the candidate.

### 3 Grading the Theme

#### Article 115

- (1) The Senate and the authorized council of a scientific and preceptorial constituent respectively, appoints the Dissertation Grading Committee, consisting of three members minimally.

- (2) The members of the Dissertation Grading Committee, can only be the persons from the scientific and preceptorial profession and artistic and preceptorial profession from the field regarding the dissertation theme respectively.
- (3) The members of the Dissertation Grading Committee submit a report. The report of the Dissertation Grading Committee contains: the theme contents review, opinion, and grade of the theme with a review on the methods applied, scientific contents of the thesis, and the proposition of the Committee. The Dissertation Grading Committee, in its report, can also suggest:
  - acceptance of the dissertation, allowing the candidate to defend his/her dissertation,
  - refusal of the dissertation, returning it to the candidate for amendments or corrections,
  - refusal of the dissertation.

#### Article 116

- (1) If the Senate and the authorized council of the scientific and preceptorial constituent respectively, accept the report of the Dissertation Grading Committee in which it has been established that the dissertation contains lapses that can be corrected, it shall suggest the candidate to remove the lapses according to the instructions and objections of the Committee.
- (2) In the event stated in the previous section, the candidate must, within 90 days from the day of the decision announcement from the Senate and the authorized council of the scientific and preceptorial constituent respectively, to amend his/her thesis.
- (3) If the candidate, within 90 days from the day of the decision announcement from the Senate and the authorized council of the scientific and preceptorial constituent respectively, has not proceeded according to the instructions and objections of the Dissertation Grading Committee, and without a justified reason, it shall be deemed that the dissertation has been refused.
- (4) If the Senate and the authorized council of the scientific and preceptorial constituent respectively, decide that the report of the Dissertation Grading Committee does not provide a strong basis for the decision making regarding the dissertation grade, they can include some new members into the Committee and request to submit a report, or appoint the new Dissertation Grading Committee, that shall reconsider the dissertation and submit their report to the Senate and the authorized council of the scientific and preceptorial constituent respectively.
- (5) Upon the acceptance of the positive grade regarding the dissertation, the Senate and the authorized council of the scientific and preceptorial constituent respectively, at the same session, usually appoints the Dissertation Committee, consisting of three members minimally, and determines the date and venue of the dissertation defending.
- (6) The members of the Dissertation Grading Committee can also be the members of the Dissertation Committee. The members of the Dissertation Committee can only be those persons in the scientific and preceptorial and artistic and preceptorial profession respectively.

#### Article 117

- (1) If the report of the Dissertation Grading Committee contains a negative grade, and the Senate and the authorized council of the scientific and preceptorial constituent respectively, do not adopt the decision on the expansion of the Committee or the appointment of the new Committee regarding the new grade, the Senate and the authorized council of the scientific and preceptorial constituent respectively, shall

adopt the decision to refuse the dissertation and to suspend the proceedings regarding the science doctorate acquisition, and shall also inform the candidate regarding the matter.

- (2) A specially elaborated decision on suspension of proceedings regarding the science doctorate acquisition shall be delivered to the candidate within 8 days.
- (3) In the event stated in section 1 of this article, the candidate cannot repeat the proceedings regarding the science doctorate acquisition on the same theme at the University.

#### 4 Defending the Thesis

##### Article 118

- (1) The proceedings regarding the dissertation defending is public.
- (2) The date and venue of the dissertation defending is established by the Senate and the authorized council of the scientific and preceptorial constituent respectively, and the information regarding the dissertation defending is announced on the bulletin board at the University and the authorized scientific and preceptorial constituent respectively.
- (3) The candidate defends his/her dissertation before the Dissertation Committee.
- (4) The protocol regarding the dissertation defending is kept, and is signed by the members of the Committee and the recording secretary.
- (5) The protocol contains the decision of the Dissertation Committee. The decision of the Dissertation Committee can be:
  - defended with the unanimous decision of the Committee,
  - defended with the majority of votes of the Committee,
  - not defended.
- (6) The candidate who did not defend the dissertation has the right to re-enter the process of making and defending the dissertation within 90 days, but the theme must be different.
- (7) The subject of the dissertation that has not been defended within ten years from the day of the doctorate theme acceptance, is submitted to the repeated proceedings of acceptance.

##### Article 119

The application proceedings, grading, and the dissertation defending and making and/or performing the artwork, are more precisely regulated with the Doctorate Acquisition Rulebook adopted by the Senate and the authorized council of the scientific and preceptorial constituent respectively.

#### VI HONORARY DOCTORATE

##### Article 120

- (1) The University can award the honorary doctorate to the prominent science and public personnel from our country and from abroad for the exceptional contributions in the specific areas of the scientific, scientific and preceptorial, cultural and other forms of creativity.
- (2) The decision on the honorary doctorate award is adopted by the Senate.

## Article 121

- (1) The honorary doctorate can be withdrawn if it is established that his/her titleholder has severely violated the principles upon which the honorary doctorate was awarded.
- (2) The honorary doctorate is withdrawn in the proceedings identical to the honorary doctorate awarding.

## Article 122

The more detailed provisions regarding the conditions to award and the proceedings of awarding of the honorary doctorate shall be regulated with the University's special Book of Rules.

## VII STUDENTS

### 1. Student Status Acquisition

#### 1.1 Admission to Study

## Article 123

The student status is acquired by the admission to the study at the University. The student status is authenticated by the student transcript, or some other legitimate document.

## Article 124

- (1) The admission to the study is based upon the public competition administered by the University, not longer than six months before the beginning of the lectures, based upon the Senate's decision regarding the entire study programmes.
- (2) The competition for the admission to every study must contain:
  - admission criteria,
  - student admission capacity, i. e., the number of students to study with the state budget support, student admission capacity, i. e., the number of students to study with the partial state budget support, and the irregular student admission capacity,
  - informations regarding the classification process,
  - informations regarding the documents attached to the application for the competition, and
  - deadlines for submitting the application for the competition and the study admission deadlines respectively.

## Article 125

- (1) Every person that fulfils the conditions from Article 77 of the Law, and within the established capacity, has the right to admission to the study.
- (2) If the number of persons who fulfil the conditions from Article 77 of the Law exceeds the established capacity of the institution of higher education, the right to admission to the study belongs to the persons that, during the classification process, achieved better results.

- (3) The criteria used for the selection of the candidates are: previous education categories, the success in previous education, the success at the classification examination or some other examination, and other criteria (special knowledge, skills, or abilities) established by the institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme.
- (4) The institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme establishes the criteria for the direct admission to the study (without the necessity to approach the classification examination), that is, what secondary school programmes are the precondition for the admission to an individual pre-graduate professional study, and what pre-graduate studies are necessary for the admission to the graduate study, and what graduate studies are necessary for the admission to the post-graduate study.

## 1.2 Conditions and Procedures at the Admission

### Article 126

- (1) A person with an adequate secondary education, lasting 4 years minimally, can be admitted to the pre-graduate study.
- (2) A person with an adequate pre-graduate study can be admitted to the graduate study.
- (3) The institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme regulates what pre-graduate study is necessary for the admission to an individual graduate study, as well as the conditions for the admission of the candidates who completed some other pre-graduate study or a university graduate study.
- (4) A person who completed an adequate graduate study can be admitted to the post-graduate study.
- (5) The University and the scientific and preceptorial constituent respectively, can also regulate some other requirements regarding the admission to the post-graduate study.
- (6) A person who completed an adequate secondary education, lasting for 3 years minimally, can be admitted to a professional study.
- (7) The institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme, regulates what secondary education is considered adequate for the admission to the pre-graduate and professional study respectively.

### Article 127

- (1) The selection of the candidates for the pre-graduate, graduate, post-graduate, and professional study, is performed based upon the classification process whose course and content are established by the institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme.
- (2) The classification process regarding the admission to the study is performed by the Student Admission Committee, appointed by the authorized body that is the study

holder or a constituent used directly by the University to structure or to perform the most of the study programme.

- (3) Based on the results of the classification process, the Admission Committee forms a list ranking, selecting the candidates that achieved the right to admission in accordance with the competition.
- (4) The head of the institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme, decides on the appeals of the candidates regarding the classification process, and adopting the final decision on the admission.

#### Article 128

- (1) The selected candidate has to approach the admission within the prescribed period to the academic year for which the classification examination was approached.
- (2) The admission to the first year of the study is implemented based upon the original certificates regarding the completion of previous secondary education and previous education respectively.

#### Article 129

The persons who completed the professional study can be admitted to the graduate study if it is predicted by the graduate study programme, in accordance with the ECTS credits transfer system, and if those persons passed the differentiation examination predicted by the study programme.

#### Article 130

The institution of higher education or a constituent that is the study holder used directly by the University to structure or to perform the most of the study programme, more precisely regulates the exceptional conditions under which the study can be admitted, and without the previously completed necessary education, by an exceptionally gifted person that can be expected, even without the previously completed education, to successfully complete the study.

### 1.3 Student Status

#### Article 131

- (1) The students can be regular or irregular.
- (2) The regular students are those who study in accordance with the programme that is based upon the full lecture schedule (full time). The cost of the regular study (study programme) is subsidized partially or completely from the state budget, depending on the success that the student achieved at the classification process and during a specific study year respectively.
- (3) The irregular students are those who attend the education programme accompanied with the work or other activity requiring a specific programme. The costs of such study are fully upon the student himself/herself.



## Article 132

- (1) A visiting student is either regular or irregular student from another university who admissions the partial study programme at the University in accordance with a special agreement with the other universities regarding the ECTS credits recognition. The status of a visiting student last maximally for one academic year. The rights and obligations of the visiting student, the method of costs payment for his/her study, a possibility of continuation of the study at the University, and other matters regarding the status of the visiting student, are regulated by an agreement with other universities.
- (2) Lectures attendance and passed examination of a visiting student from section 1 of this article, are recorded by a special document.

## 2 Student Rights and Obligations

### Article 133

- (1) A student has the right to:

- quality study and educational process, as it is predicted by the study programme,
- partially participate in the professional and scientific work,
- consultations and mentoring work,
- freedom of thought and expression of attitudes during the lectures and other activities at the University and its constituents,
- complete the study in shorter period,
- free use of the libraries and other sources of informations,
- admission of subjects from other programmes, in accordance with the Statute and regulations based upon it,
- observations regarding the quality (grading) of lectures and lecturers,
- participate in the decision making in accordance with the Statute and acts based upon it,
- complain in the event of violation of his/her rights predicted by the Law, the Statute, and other general acts of the University and its constituents,
- participate in the activities of student organizations,
- delay the student obligations during the military service, during pregnancy and until the child reaches one year of age, during longer illness, and during other, specially justified events,
- appropriate psychological and health care at the student polyclinics, or other appropriate health care institutions, and
- other right predicted by the Statute and other general acts of the University and the University constituents.

### Article 134

- (1) A student is appointed with an adviser in order to help during his/her study, and to monitor the student's work and achievements.
- (2) A post-graduate student must be appointed with a mentor, and, if possible, the student's wishes must be considered.

- (3) The regulations regarding the adviser and mentor of a student are established by the institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme.

#### Article 135

- (1) The admission of regular students to the academic atudy year is implemented until October 1 of the relating calendar year.
- (2) Exceptionally from section 1 of this article, for the post-graduate study students, the constituents, by their own acts, can regulate different periods of admission and the rights and obligation of the students relating the period of admission respectively.
- (3) During the admission to the academic year, a student that did not pass every subject admitted in the previous academic year, needs to re-admit every subject that he/she failed to pass.
- (4) A student who acquired at least 60 ECTS credits during the academic year, can maximally register 75 ECTS credits during the following academic year, and all other students usually 60 ECTS credits. The scope, method, and conditions are regulated by the Statute, or some other general act of the study holder.

#### Article 136

The regular students with the status of an exceptional sportsman or artist, the institution of higher education that is the study holder or a constituent used directly by the University to structure or to perform the most of the study programme, shall approve the completion of the study under the conditions applied to the irregular students.

#### Article 137

- (1) The distinctly successful students can be approved to complete the study in the period shorter than the regular period of study (short course).
- (2) The scope and the method of excercising the right to short course are established by the general act of the institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme.

#### Article 138

- (1) The students prominent in learning and social activities can be commended and awarded respectively.
- (2) The commendations and awards are granted by the Rector and the head of the institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme, which is regulated by a special general act.

#### Article 139

A student can submit a complaint to the head of the institution of higher education that is the study holder, or a constituent used used directly by the University to structure or to perform the most of the study programme, in the event that his/her right has been violated in such manner that is established by a special general act of the institution of higher education.

#### Article 140

The institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme, conducts the student study evaluation through a questionnaire, or using some other appropriate method. The results of the evaluation serve to plan the preceptorial and scientific programme at the institutions of higher education.

#### Article 141

(1) The institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme, holds the following public records with the students' personal data:

- records on candidates for the admission procedure, including the results of the procedure,
- admissioned students personal records,
- examination success records, and
- records on the issued documents regarding the completion of a study and the acquired academic titles and degrees.

(2) The method of gathering, keeping, and issuing the data from section 1 of this article, is regulated by a special Book of Rules by the Minister of Science and Higher Education, with the respect to the students' personal data protection.

#### Article 142

(1) The institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme, more precisely regulates the students' rights and obligations with the Book of Rules on Study and Study System.

(2) The Books of Rules on Study and Study System are published to be available to the public, and especially to students.

### 3 Student Status Termination and Disciplinary Liability

#### Article 143

A person loses his/her student status:

- upon completion of the study,
- upon withdrawal from the University study,
- upon exclusion from the University study following the procedure and the conditions established by the provisions of the general acts of the University or its constituents,
- when an examination has not been passed even after the re-admission to the academic year, in accordance with the article 135, section 3, of this Statute,
- if a person does not complete the study in the period established by the general acts of the University or its constituent, and

- due to some other reasons established by the Statute or the general acts of the University and its constituents.

#### Article 144

- (1) A student is obligated to respect the study regime, and the general acts of the institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme, and to regularly complete his/her preceptorial and other obligations. A student must protect the dignity of other students, lecturers, and other employees.
- (2) Due to a violation of the duties and failure to fulfil his/her obligations, a student can be sanctioned by the following disciplinary measures:
  - public admonishment,
  - reprimand, published on the bulletin board at the institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme,
  - expulsion from the institution of higher education.
- (3) The sanction regarding the expulsion from the study can be administered only for the most severe violations of duty, and it cannot last longer than two year period, including the day such sanction was administered.
- (4) The description of violation, authorities, and procedures to establish the disciplinary liability of a student, are regulated by a special regulations on disciplinary liability adopted by the Senate and the head of the institution of higher education that is the study holder, or a constituent used directly by the University to structure or to perform the most of the study programme respectively.

### VIII LECTURERS, ASSOCIATES AND SCIENTISTS

#### 1 Subjects of Preceptorial, Scientific, Artistic, and Professional Activity

#### Article 145

- (1) The preceptorial, scientific, artistic, and professional activity at the University is conducted by the scientists, lecturers, associates, and other persons appointed to the professional positions whose qualifications are established by the appointment to the scientific, scientific and preceptorial, preceptorial, artistic and preceptorial, preceptorial, associated, and other professional positions.
- (2) Lecturers, associates, and scientists of the University and its constituents, along with the activities established by the Law and other regulations, must participate in the work of professional councils and other authorities, and to perform other duties in accordance with the Statute and other general acts of the University and its constituents.

#### Article 146

- (1) Scientists are those persons who, in accordance with the Law, were appointed to the adequate scientific professions, and registered at the Scientist Register.

- (2) The scientific professions are: Scientific Associate, Senior Scientific Associate, and Scientific Adviser.

#### Article 147

- (1) The scientific and preceptorial, and artistic and preceptorial professions are Docent, Associate Professor, and Full Professor.
- (2) The preceptorial professions are Lecturer, Senior Lecturer, Professor of Higher Education, Lector, Senior Lector, Artistic Associate, and Senior Artistic Associate.
- (3) The associate professions are Assistant and Senior Assistant.
- (4) The professional positions are Professional Assistant, Senior Professional Assistant, and Professional Adviser.

### 2 Appointments to Professions and Adequate Positions

#### Article 148

- (1) Every scientist at the University is appointed to the scientific profession independently of the position.
- (2) The scientific professions are acquired in the procedure and under the conditions predicted by the Law and the regulations based upon it.
- (3) The persons appointed to the scientific professions are appointed to the scientific and preceptorial, or artistic and preceptorial professions, and at the adequate positions in the same procedure. The persons appointed to the scientific and preceptorial and artistic and preceptorial professions execute the employment contract.
- (4) The persons appointed to the scientific professions execute the employment contract regarding the scientific positions.
- (5) The appointment to the preceptorial, associate, and professional positions is related to the adequate positions, and is conducted through the same procedure.
- (6) The appointments to the professions and the adequate positions are conducted through the principles of public competition.
- (7) The appointment to the scientific and preceptorial, preceptorial, and associate profession conducted at another institution of higher education, cannot be valid if it was not conducted in accordance with the requirements congruent to the requirements at the University.

#### 2.1 Requirements for Appointment to Scientific, Scientific and Preceptorial, Artistic and Preceptorial, Preceptorial and Associate Professions.

#### Article 149

- (1) The general prerequisites for the appointment to the specific professions are established by the Law. The prerequisites for the appointment to the scientific profession are established by the National Science Committee. The minimal prerequisites regarding the educational, preceptorial and professional activity for the appointment to the scientific and preceptorial and preceptorial profession are established by the Rectors' Assembly.
- (2) A person to be appointed to the scientific and preceptorial and preceptorial profession should have all the necessary psychophysical characteristics.

- (3) The methods to verify the prerequisites from sections 1 and 2 of this article, are regulated by Books of Rules, used to determine the appointments to the professions and positions, and the procedure regarding the psychophysical characteristics evaluation.

## 2.2 Procedure for the Appointment to the Scientific and Preceptorial, Artistic and Preceptorial Professions, and to Adequate Positions.

### Article 150

- (1) Procedure for the appointment to the scientific and preceptorial, artistic and preceptorial professions, and to the adequate positions is conducted by the scientific and preceptorial constituent of the University in accordance with the provisions of the Law and the Statute, based on a public competition published in "Narodne novine", daily press, and the official Web pages of the University and its constituents.
- (2) In the individual election or re-election procedure, the council of a constituent adopts a decision on public competition announcement, and appoints a professional committee for the election procedure implementation to the scientific and preceptorial, artistic and preceptorial, and preceptorial profession.
- (3) If some of the candidates do not approach the election to an adequate scientific profession, during the election to the scientific and preceptorial profession, the election procedure to the scientific profession is implemented in accordance with the provisions of the Law.
- (4) The professional Committee from section 3 of this article, after the implemented elections described in the previous section, considers the applications submitted for the competition, and in accordance with the prerequisites of the Rectors' Assembly, composes a report for every candidate.
- (5) The professional Committee sends its reports to the professional Committee of a constituent that conducts the procedure for reports acceptance and the appointments to a specific profession.
- (6) The decision on the appointment of a candidate to the profession of Full Professor (first appointment and permanent position) is delivered to the Senate to be confirmed.

## 3 Procedure for the Appointment to the Associate Professions and to Adequate Positions

### Article 151

- (1) The associates at the University and its constituents are elected in the procedure in accordance with the provisions of the Statute under conditions stated in article 43 of the Law. The assistants and senior assistants are elected from the ranks of the most successful students.
- (2) The assistants and senior assistants help to conduct a part of the preceptorial process, examinations, scientific, artistic and professional activities, in accordance with the Statute and other general acts.
- (3) Every assistant has his/her mentor appointed by the professional council of a constituent. The mentor can be every person in the scientific or scientific and preceptorial and artistic and preceptorial profession respectively, who with his/her scientific or artistic activity ensures an efficient education of an assistant.

- (4) The professional council of a constituent evaluates the work of an assistant every year. The evaluation is based upon the written report of a mentor, whereas a candidate's success in the scientific or artistic, and preceptorial work is evaluated, as well as the success at the post-graduate study. The assistant has the right to assess and observe regarding a negative mentor's report. The procedure of evaluation is more precisely regulated by a special Book of rules. If an assistant's work grade is negative, a procedure regarding the termination of the regular employment contract is initiated.

#### 4 The Procedure for the Appointment to the Preceptorial Professions and to Adequate Positions

##### Article 152

- (1) At the University and its constituent, the appointment to the preceptorial professions and to adequate positions is implemented if a professional study for the needs of such study is conducted, if it is a subject that does not require a scientific approach, or at the art academy for the needs of co-repetition and other co-operation in the education process.
- (2) The appointment to the preceptorial professions and to adequate positions is conducted in accordance with the Regulations on lecturers and associates appointment, under the provisions stated in articles 98 and 101 of the Law.

#### 5 The Procedure for the Appointment to the Professional Positions and to Adequate Positions

##### Article 153

To the professional positions and to adequate positions at the University and a constituent, persons can be appointed in order to conduct the scientific and professional projects in accordance with article 44 of the Law, under the conditions and the procedure predicted by the Statute and general acts of the University and its constituents.

#### 6 Professional Positions

##### Article 154

- (1) The council of a constituent, even without the employment contract, can appoint to the scientific and preceptorial, artistic and preceptorial, associate, and preceptorial profession a person who fulfils the prerequisites for the appointment to the specific profession, if he/she participates or shall participate in the full or partial implementation of the lectures regarding a specific subject at the scientific and preceptorial, and preceptorial constituent (so called profession or vocation).
- (2) The procedure for the appointment to the professions is identical to the procedure for the appointment to the scientific and preceptorial, artistic and preceptorial, associate, and other preceptorial professions.

## 7 Visiting Lecturers, Scientists, and Experts

### Article 155

- (1) The council of a constituent can entrust the realization up to one-third of a preceptorial subject to the lecturers, scientists, artists, or experts without the necessity to conclude the employment contract, and without the elections to the scientific and preceptorial profession (so called visiting professor or lecturer), provided that the basic part of the preceptorial subject is conducted by the persons appointed to the scientific and preceptorial, artistic and preceptorial, or preceptorial professions.
- (2) Lectures at the University cannot be conducted by persons that have not been appointed to the scientific and preceptorial, artistic and preceptorial, preceptorial, associate, or to professional position, and those persons who have not been appointed to the positions of visiting professors or lecturers by the councils of the University constituents.
- (3) The council of a constituent, with the Senate's consent, can entrust, without the appointment to the scientific and preceptorial profession, a distinct foreign professor, distinct expert or an artist, to conduct the lectures from a specific subject to the period not longer than two academic years in a row, provided that such engagement improves the preceptorial process and fits the developmental politics of the University.

## 8 Professor Emeritus

### 8.1 The Rights of *Professor Emeritus*

#### Article 156

- (1) The University can appoint, without the implementation of a public competition, its meritorious full professors in retirement a honorary title of *Professor Emeritus*.
- (2) The candidate for the honorary title of *Professor Emeritus* appointment must possess the necessary merits for the development and improvement of the University, and the internationally recognized preceptorial and scientific, or artistic excellence.
- (3) Full professor in retirement, who was appointed the honorary title of *Professor Emeritus* by the University, has the right to put the title before his/her name.
- (4) All retired Rectors of the University, with their consent, shall be appointed the title *Professor Emeritus* by a special decision from the Senate.

#### Article 157

*Professor Emeritus* has the right to participate in the lectures at the post-graduate University studies, to be a member of the committees during the procedures regarding the appointments to the scientific and preceptorial, and artistic and preceptorial professions.



## 8.2 The Procedure for Bestowment of *Professor Emeritus*

### Article 158

- (1) The honorary title of *Professor Emeritus* is bestowed at the proposition of the council of a scientific and preceptorial constituent.
- (2) The proposition must contain the candidate's biography, the description of his/her scientific and preceptorial work, the list of works, and the explanation of his/her exceptional contribution.
- (3) The Senate appoints the committee consisting of minimally five members, that shall take the proposition into the consideration, and present their opinion with the proposition.
- (4) The final decision on the bestowment of *Professor Emeritus* title, based on the opinion and proposition of the committee from section 3 of this article, is adopted by the Senate.

### Article 159

- (1) The University bestows maximally four honorary titles of *Professor Emeritus* every year.
- (2) Usually, one constituent cannot have more than one *Professor Emeritus* per year. If the constituents propose more than four candidates for the appointment to the title of *Professor Emeritus* in a single academic year, the Senate, at the proposition of their committee for the bestowment of honorary title of *Professor Emeritus*, shall select four candidates.
- (3) The Senate takes into consideration the propositions of the institutions of higher education at the beginning of an academic year. The Senate must take into consideration the uniformity regarding the bestowment of the *Professor Emeritus* title.

### Article 160

The prerequisites and the procedure regarding the bestowment of the honorary title of *Professor Emeritus*, and the rights of *Professor Emeritus* at the University, are more precisely regulated by the Book of Rules.

## 9 Free and Paid Study Year (Sabbatical Leave)

### Article 161

- (1) The lecturers of the University and its constituents, appointed to the scientific and preceptorial, artistic and preceptorial, and preceptorial professions, have the right to a free and paid study year (Sabbatical Leave) after six years of work at the University and scientific and preceptorial constituent respectively.
- (2) A free and paid study year is used for the scientific and professional perfection, or for the scientific and professional work (composing textbooks, tutorials, reference books, monographs, and similar).
- (3) Free and paid study year is approved by the Rector, for every lecturer participating in the lectures at the university departments and the university study centres, and the free

and paid study year for the lecturers at the faculties and art academies is approved by the Deans.

- (4) Using a free and paid study year shall be approved provided that the lectures on the subjects given by the lecturer in question during the study year shall be held by a substitute, as well as the scientific and specialist project in which the lecturer in question also participates.
- (5) More detailed determinants regarding the approval of a free and paid study year, are established by the general acts of the University and its constituents.

## 10 Work outside the University

### Article 162

- (1) Scientists, lecturers, and associates (assistants and senior assistants) are forbidden, during their employment, to compete against the University, for their own or for someone else's account, and to perform the activities outside the University that are within the structural activities of the University.
- (2) Exceptionally, the employees from section 1 of this article, with full time employment at the University and its constituents, can perform the works from section 1 of this article outside the University up to one-third of their full time employment, with the previous consent from the head of the institution of higher education where they are its employees or members of the staff.

## 11 Disciplinary Liability and Disciplinary Proceedings

### Article 163

- (1) The lecturers and associates are disciplinary liable for violations against their work commitment and other commitments regarding their work, as well as for the severe violations of reputation of the institute of higher education regulated by the Statute and the statutes of the constituents.
- (2) A disciplinary procedure can be initiated only for such matters that, during the time of violation, were regulated by the general acts of a constituent as a disciplinary violation, and for which a specific disciplinary measure was determined.
- (3) The disciplinary acts and disciplinary measures, and the disciplinary proceedings and the authorities that conduct the disciplinary proceedings, are regulated by a general act of the constituents.

## IX FINANCING OF THE UNIVERSITY – THE UNIVERSITY BUDGET

### 1 Sources of University Financing

#### Article 164

- (1) The University and its constituents are financed from:
- founders' assets,
  - state budget of the Republic of Croatia,
  - budget of districts, cities, and counties,
  - National foundations for science, higher education, and technology development of the Republic of Croatia
  - own revenues realized at the market from scholarships, research, art, and other projects, studies, expertises, publishing, and other activities,
  - university and other foundations, companies' revenues and other legal entities from article 66 of the Law,
  - immediate investments of individuals, companies, and other legal entities,
  - donations, and
  - other sources.
- (2) The University can be financed only from those sources that do not affect its independency and dignity.
- (3) Own revenues can be realized only by those activities that do not harm the realization of basic tasks of the University.

### 2 Budget of the University and its Constituents

#### Article 165

- (1) The University and its constituents are financed from the state budget, considering the established capacities of the University and the individual scientific and preceptorial constituents, the price of individual studies, and their quality evaluation, based on the evaluation from article 16 of the Law.
- (2) The assets from the state budget assigned to the University are allocated in the total amount, and the University, from its own budget, collocates it for the specific purposes, in accordance with the Statute and other general acts.
- (3) The budget of the University is adopted by the Senate on the Rector's motion.

#### Article 166

- (1) The constituents of the University establish the budget of their own structural units and projects, by which the academic freedom of every lecturer in the scientific and preceptorial profession is guaranteed. The heads of the structural units and the heads of projects are guaranteed the freedom to administrate the budget in accordance with the Law, the Statute, the constituents' statute, and other general acts of the University and its constituents.
- (2) The University constituents independently dispose of their own revenues realized at the market. The University constituents collocate 3% of the realized gross revenue from scholarships, special and art projects, studies, and expertises, and the rental space

income, to the budget of the University for the capital investments and developmental programmes.

### 3 University Budget Collocation

#### Article 167

- (1) The University budget assets are collocated to the individual expenditure sections:
- payment of wages and recompense to the lecturers, officials, and employees,
  - material expenditure coverage,
  - international cooperation,
  - publishing,
  - capital investments,
  - co-financing of collaborative science programmes
  - developmental projects and activity improvements
  - partial coverage of student standard expenditures, and
  - coverage of other expenditures necessary for the University activities.
- (2) Minimally 10% of the University budget assets are collocated to the capital investments and the development and improvement of the activities.
- (3) The method of the University budget collocation is more precisely regulated by the Regulations on the University financial management, in accordance with the Law and the Statute.

## X GENERAL ACTS OF THE UNIVERSITY

#### Article 168

- (1) The Statute is the fundamental act of the University.
- (2) The Statute of the University is adopted by the Senate with the two-thirds of the total votes of all the members of the Senate.
- (3) Modifications and amendments of the Statute are adopted identically to the method of adoption of the Statute.

#### Article 169

The Senate also adopts other acts of the University in accordance with the Law and the Statute.

## XI TRANSITIONAL AND FINAL PROVISIONS

#### Article 170

The teacher training college in Split continues its work in accordance with the Law, that is, until the organization of the study in accordance with the regulations of the Law, not later than the beginning of the academic year 2010/2011.

#### Article 171

- (1) The institution of higher education that is the study holder or a constituent used by the University for direct organization or realization of most of the study programme, can limit the duration of rights to complete the study in accordance with article 116 section 2 of the Law to a specific number of years, but not less than the number of years a student has to complete his/her study regarding the initial study programme, increased for the period of two years.
- (2) Upon introduction of a study in accordance with the Law, the students that will not have completed the study regarding the old study plan and programme, can continue to study in accordance with the Law and the curriculum established upon the Law.
- (3) The institution of higher education that is the study holder or a constituent used by the University for direct organization or realization of most of the study programme at the University, shall adopt a special general act to establish the method of continuation of a study for the students that did not completed the study according to the old study plan and programme.
- (4) The persons who, according to the regulations effective before the Law became effective, acquired the Master of Science title, in accordance with the regulations on University and scientific and preceptorial constituents authorized for the organization of study, can acquire the science doctorate by defending the dissertation in accordance with the regulations effective on the day when the new Law became effective, not later than eight (8) years from the day the Law became effective.
- (5) The institution of higher education that is the study holder or a constituent used by the University for direct organization or realization of most of the study programme, if it is regulated by the Book of Rules, to the persons who were admissioned to the post-graduate science study, in accordance with the regulations effective before the Law became effective, but did not complete the study, can enable such persons, at their own request, providing that the specific conditions have been fulfilled (approaching the examinations, completion of other duties), to complete the study by making the dissertation and to acquire the doctor of science title.

#### Article 172

- (1) The Senate of the University in Split, established by the previous regulations, continue its work until the constitution of the new Senate following the regulations of the Statute, and it is obligated to perform the procedure of election of the members of the Senate in accordance with the regulations of the Statute.
- (2) The election of the members of the Senate, in accordance with the regulations of the Statute, shall be performed not later than sixty days from the day the Statute became effective. The first constitutional session of the Senate is convened by the Rector. By constitution of the Senate according to the regulations of the Statute, the activity of the University Senate structured upon the previous regulations is suspended.
- (3) The Council is constituted within sixty days from the day of constitution of the Senate. The first constitutional session of the Council is convened by the Rector.
- (4) The Rector and the provosts of the University elected before the Statute became effective shall continue to perform their function until September 30 2006.

#### Article 173

The councils of the University constituents, appointed by the previous regulations and provisions, shall be appointed in accordance with the regulations of the Statute, not later than

six months from the day the Statute became effective. Until the appointment of the members of the council, in accordance with the new regulations, the mandates of the members of the council, appointed in accordance with the previous regulations, shall continue to be effective.

#### Article 174

Until the adoption of new acts from article 166 of the Statute, the existing general acts shall be effective, except the regulations contrary to the Statute.

#### Article 175

Upon the Statute becoming effective, the University of Split Statute (expurgated text) shall no longer be effective, starting from February 1 2001.

#### Article 176

The Statute becomes effective on the eight day from its publishing on the bulletin board of the University.

THE RECTOR

Ivan Pavić, PhD

The University of Split Statute was published on the bulletin board of the University on February 21 2005, and it became effective on March 1 2005.

HEAD SECRETARY

Josip Alajbeg, LLB

THE TEXT THAT DID NOT ENTER THE EXPURGATED TEXT

### TRANSITIONAL AND FINAL PROVISIONS

#### Article 177

The decision on modifications and amendments of the Statute becomes effective on the eight day from the of publishing on the bulletin board of the University.

THE RECTOR

Ivan Pavić, PhD

The decision on modifications and amendments of the University of Split Statute was published on the bulletin board of the University on March 17 2009, and it became effective on march 25 2009.

HEAD SECRETARY, Josip Alajbeg, LLB